

**Akron Area Board of REALTORS®**  
**565 Wolf Ledges Parkway**  
**P.O. Box 1663**  
**Akron, OH 44309**

**Arbitration Procedures**

If a principal broker believes there are grounds for arbitration of a commission dispute against another principal broker, the broker must submit a formal request for arbitration with the Akron Area Board of REALTORS®. Following are the procedures that must be followed:

1. Consider Mediation as an alternative.
2. The principal broker (complainant) must complete the "Request and Agreement to Arbitration" form and return it to the AABOR.
  - Include an explanation of the situation. State why you feel you are entitled to a compensatory award. Remember, do not include unethical allegations in your agreement. If you believe there have been possible violations of the Code of Ethics, they should be filed separately as an ethics complaint.
  - Attach copies of any and all pertinent documents, purchase agreements, closing statements, etc., plus any notarized statements from witnesses.
3. Upon receipt of the form entitled "Request and Agreement to Arbitrate," it will be forwarded to the principal broker designated as the respondent. The respondent will have 10 days to submit a reply.
4. The Board will submit the arbitration complaint and response to the Grievance Committee who will determine if:
  - The Complainant is authorized to invoke arbitration.
  - The respondent is a member of the Board.
  - The proper parties have been named in the complaint.
  - The request is in proper form.
  - An arbitrable matter exists.
  - The matter has not been litigated or is not the subject of current litigation.
  - If the arbitration request involves a commission dispute, confirm that the closing has taken place.
  - The amount involved is not too small to arbitrate.
  - The amount involved is not too large to arbitrate.
  - The matter is not too legally complex.
  - The request for arbitration was filed within 180 days after the facts constituting the arbitrable matter could have been known in the exercise of reasonable diligence.
5. If the Grievance Committee finds that the matter is properly arbitrable, an Arbitration Hearing Panel will be selected and the parties to the dispute will receive written notification of the time, date, and location of the hearing.

The Akron Area Board of REALTORS® will not handle any cases presently being litigated.