



**LIREALTOR.COM**

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300 Sunrise Highway  
West Babylon, New York 11704

**2023 OFFICERS**

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**TO WHOM IT MAY CONCERN:**

Enclosed please find the forms necessary to initiate arbitration proceedings. These proceedings must be requested either by the Designated Realtor, or by the Designated Realtor on behalf of a sales agent. The respondent must be identified by firm name and Designated Realtor.

Return the completed form, detailed narrative, all supporting documentation, and the \$350.00 filing fee to the Board office located at 300 Sunrise Highway West Babylon, New York 11704. Please make your check payable to LIBOR. If you would like information on arbitration procedures and some helpful tips on preparing your case, please visit the Legal Section of [www.lirealtor.com](http://www.lirealtor.com) under Dispute Resolution Center and go to the arbitration section.

Please note that LIBOR offers Ombudsman and Mediation services prior to the Grievance Committee review of your arbitration request. You may review a description of these services or request these services on-line under the Dispute Resolution Center.

Very truly yours,

The Professional Standards Staff

Encl. Request & Agreement to Arbitrate Form

**REALTOR® SERVICE CENTERS**

75-35 31<sup>st</sup> Avenue, Suite 207  
Jackson Heights, NY 11370

185 Old Country Road, Suite 1  
Riverhead, NY 11901

100 Crossways Park Dr. West, Ste. 106  
Woodbury, NY 11797



**REQUEST AND AGREEMENT TO ARBITRATE**

THIS FORM AND THE ATTACHED STATEMENT OF FACTS MUST BE PRINTED OR TYPED

- (1) A dispute arising out of the real estate business as defined by Article 17 of the Code of Ethics exists between me (or my firm) and (list all persons and/or firms you wish to name as respondents to this arbitration):

**RESPONDENT(S):**

REALTOR® principal \_\_\_\_\_  
Name Address

REALTOR® principal \_\_\_\_\_  
Name Address

Firm Address

\_\_\_\_\_

(Note: Arbitration is generally conducted between REALTORS® (Principals) or between firms comprised of REALTOR® principals)\*

- (2) There is due, unpaid and owing to me (or I retain) from the above-named persons the sum of \$ \_\_\_\_\_. My claim is predicated upon the facts set forth in the attached statement which is incorporated by reference into this application
- (3) I request arbitration through the Board and I agree to abide by the arbitration award and to comply with it promptly.

In the event I do not comply with the arbitration award and it is necessary for any party to this arbitration to obtain judicial confirmation and enforcement of the arbitration

award against me, I agree to pay the party obtaining such confirmation the costs and reasonable attorney's fees incurred in obtaining such confirmation.

(4) I declare that this application and the allegations contained herein are true and correct to the best of my knowledge and belief and this request for arbitration is filed within one hundred eighty (180) days after the closing of the transaction, if any, or within one hundred eighty (180) days after the facts constituting the arbitrable matter could have been known in the exercise of reasonable diligence, whichever is later.

(5) Date of the closing: \_\_\_\_\_.

(6) Are the circumstances giving rise to this arbitration request the subject of civil litigation?  
Yes  No

(7) Address of the property in the transaction giving rise to this arbitration request:

\_\_\_\_\_

(8) I enclose my check in the sum of \$350.00 made payable to LIBOR for the arbitration fee.

\_\_\_\_\_  
\_\_\_\_\_

**COMPLAINANT(S):**

\_\_\_\_\_  
Name of REALTOR® Principal      Signature of REALTOR® Principal      Date

\_\_\_\_\_  
Address      Telephone

\_\_\_\_\_  
Name of REALTOR® Principal      Signature of REALTOR® Principal      Date

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Address      Telephone

\_\_\_\_\_

\*

Complainants may name one or more REALTOR® principals and/or a firm comprised of REALTOR® principals as respondent(s).

In cases where arbitration is requested in the name of a firm comprised of REALTOR® Principals, the request must be signed by at least one of the REALTOR® Principals of the firm as a Complainant.

The following Realtor non-principal affiliated with my firm has a financial interest in the outcome of the proceeding and, therefore, has the right to be present throughout the hearing:

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Name(s)

**PLEASE NOTE:**

**All correspondence upon receipt of this complaint will be in email form.**

**If you would prefer NOT to have correspondence sent by email check here: \_\_\_\_\_**