CALIFORNIA ASSOCIATION OF REALTORS®

C.A.R. INTERBOARD ARBITRATION

Filing Instructions and Information Packet

The following instructions and information are for your use in filing an Interboard Arbitration complaint with C.A.R. If you have any questions, please feel free to contact an IBA administrative assistant at (213) 739-8200 or send an email to iba@car.org.

NOTE: Before filing this complaint you must make a written demand to the named respondent/s for the money claimed, allowing a reasonable time for a response.

1. Please review the following enclosures:
   - *California Interboard Arbitration Rules*
   - *Q & A entitled: "C.A.R. Interboard Arbitration"*
   - *Interboard Mediation Conference Guidelines and Procedures*

2. Complete form IBA-1 (Arbitration Complaint). Make sure:
   a. The names, addresses, e-mail and phone numbers of the respondents are current and correct.
   b. List the association where the respondent/s held membership at the time the dispute occurred.
   c. List your responsible broker at the time the dispute occurred as a named complainant and obtain his or her signature on the complaint.
   d. As stated in the *California Interboard Arbitration Rules,* **Section I. Definitions** (j) **"Responsible Broker,"** please provide the DRE records for each responsible broker - your own **and** the respondent's. You can obtain this information at http://www.dre.ca.gov

3. Include a statement about why you believe you are owed the amount of your claim and **clearly indicate the date escrow closed on the underlying transaction in your dispute.** Label it as Exhibit 1.

4. Attach a copy of the written demand (request for payment and resolution) to the respondent party and their response (if any) as Exhibit 2. Also submit all documentation supporting your claim, marked as further exhibits, accordingly.

5. Read and review the enclosed mediation information. Complete the enclosed mediation agreement and submit it with your complaint. ***Important note: Mediation is voluntary. While C.A.R. strongly encourages mediation, C.A.R. will only schedule a mediation conference when all named parties have agreed to mediate the dispute.***