



Quick Guide: Preparing for Mediation:

Key Steps for Success

It is essential to prepare for mediation. Good preparation will help your mediation go smoothly and improve the chances of reaching a fair resolution.

Below are steps to help you prepare for mediation:

1) **Gather Your Evidence:** Bring all documents that support your position. This may include:

- a. Contracts, purchase agreements or lease documents
- b. Emails, texts or letters showing communication about the issue
- c. Photos, inspection reports, estimates or receipts

Having your information organized will help you explain your position clearly and confidently to the mediator and the other party.

2) **Create a Timeline:** Write out the key events that led to the dispute. Include important events with dates, such as deadlines, payments, or repairs. By creating a simple and dated timeline, the mediator and other party will more easily be able to follow what happened.

3) **Calculate Your Damages:** If money is part of your claim, clearly show how you reached the amount you are asking for. Use real figures, not guesses, such as receipts, invoices, or estimates. Avoid exaggeration; realistic calculations make your position stronger.

4) **Develop a Concession Strategy:** Determine ahead of mediation what you are willing to compromise on. What outcome is fair and realistic to you? What is the minimum you are willing to accept to resolve the dispute? By knowing your limits ahead of the mediation, you can stay flexible while protecting your interests.

5) **Empathy Goes a Long Way:** Try to see the situation from the other party's perspective. By understanding their concerns, you can help craft proposals that meet the needs of both parties. This mindset can also reduce tension and lead to faster and positive resolutions.

More resources to help prepare for mediation:

Blog: [Setting the Stage of a Winning Real Estate Mediation: Your Prep Playbook.](#)