

Please return this completed Form RRM by emailing it to mediation@car.org.

**RESPONSE TO REQUEST TO MEDIATE (FORM RRM)**

**RE:** \_\_\_\_\_  
[Insert name of other party to the mediation and address of property that is the subject of dispute, if applicable.]

**I. RESPONDING PARTY**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

In the disputed transaction I am the:  Buyer;  Seller;  Landlord;  Tenant

Other \_\_\_\_\_

Address: \_\_\_\_\_

Phone (home/office): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Email: \_\_\_\_\_

Will you be represented by legal counsel at the mediation?  Yes;  No. If yes please provide the following:

Counsel name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Do you have authority to enter into and sign a binding written agreement to settle this dispute?

Yes  No  Uncertain

Please list any dates you WILL NOT be available for a mediation conference during the 60-day period from the date you submit this response. Note that all scheduling is handled directly by your mediator and all scheduling inquiries should be made directly to your mediator.

**II. MEDIATOR SELECTION.** Please confirm that you agree to the mediator requested by the Initiating Party found in your Notice of Request to Mediate by inserting the name(s) of the approved mediator(s) below. If you would like to propose an alternative mediator, please do so below. (A list of mediators with profiles is available at: <https://www.car.org/mediation/consumers/allmediators>).

**III. DISPUTE SUMMARY.** Please provide a brief description of the dispute. A short description is all that is needed (e.g., deposit dispute, failure to disclose a known defect, landlord-tenant disputed, homeowners' association dispute). You will be given the opportunity to provide further details and a mediation brief directly to your mediator once the mediation is confirmed.

Please check here if you believe your dispute will require an extensive review of documents or briefs by the mediator or was a non-C.A.R. standard form used in the transaction that is the subject of the dispute?. If checked, the mediator will contact you to discuss any additional mediation fees that may apply for mediation preparation time.

**IV. OTHER INTERESTED PERSONS.** Please list below the names, roles, and contact information (email and phone) of any relevant individuals NOT required to mediate under your agreement, but whom you intend to invite as voluntary participants to the mediation. These individuals will also be bound by confidentiality rules pertaining to the mediation. Participation by interested persons should be limited to those helpful to the mediation process and therefore may be limited by the mediator. If you are inviting a real estate agent, please also indicate their license number, broker, or brokerage firm. We will copy brokers on all notifications sent to agents. To locate a broker's name and license number, you may search for the Broker's Name on the Department of Real Estate Website: <https://www2.dre.ca.gov/PublicASP/pplinfo.asp>.

**V. ACKNOWLEDGEMENT OF CENTER RULES AND POLICIES**

By Submission of this Response to Request to Mediate, you acknowledge that you have read, understand and agree to the Rules and Policies for Mediation (available at [www.car.org/mediation/consumers/consumer-rules](http://www.car.org/mediation/consumers/consumer-rules)). You can expect to receive an email confirmation of communication with Other Party(ies) within two business days following receipt of your submission. Please direct any questions to [mediation@car.org](mailto:mediation@car.org) or leave a message at 213.739.8376 and include the street address for the dispute in all correspondence. Thank you.