



# Construction Arbitration Board Mediation Submittal Form

N16 W23321 Stone Ridge Drive, Waukesha, WI 53188 • 262-436-1126 • www.mbaonline.org

### Owner Information

Name(s): \_\_\_\_\_

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

City, St., Zip: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_

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

Address of property in dispute, if other than above: \_\_\_\_\_

Directions to property in dispute: \_\_\_\_\_

Date of occupancy: \_\_\_\_\_

Was the home built from contract?  Yes  No

Was the home an existing model?  Yes  No

Did the Contractor sell lot to Owner?  Yes  No

Was any work on the property performed by Owner or Owner's subcontractors?  Yes  No

If yes, please list: \_\_\_\_\_

Did you report the complaint in writing to the Owner?  Yes  No Dates: \_\_\_\_\_

Is this a remodeling project?  Yes  No

Please list who will be attending the Mediation: \_\_\_\_\_

Please include with this form and six copies of any pertinent materials such as contracts, plans, change orders, communications between the parties, etc. that will help the mediator understand the facts of this case. Be sure to include your applicable processing fee.

- For MBA Mediation, the fee is \$400 **per party** if one of the parties is a member of the MBA at the time the Claim is filed.
- If neither of the parties is currently a member of the MBA, the Mediation fee is \$800 **per party**.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*For MBA use only:* Case # \_\_\_\_\_