



METROPOLITAN BUILDERS ASSOCIATION

Construction Arbitration Board Mediation Submittal Form

2120 Pewaukee Road, Suite 103, Waukesha, WI 53188 • 262-436-1122 • www.mbabuilds.org

Owner Information

Name(s): _____
Address: _____
City, St., Zip: _____
Phone: _____
Email: _____

Contractor Information

Company & Contact: _____
Address: _____
City, St., Zip: _____
Phone: _____
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: _____

Did you receive and review information about Wisconsin's "Right to Cure" law? Yes No

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 **\$500 per party** if one of the parties is a member of the MBA at the time the Claim is filed. **This fee is non-refundable.**
- If neither of the parties is currently a member of the MBA, the Mediation fee is **\$1000 per party. This fee is non-refundable.**

Signature

Signature

Date

Date

For MBA use only: Case # _____