

Mediator's report (1)

Note: This page will be kept on the RTU client file. The information will be used by the RTU for the purpose of organising payments or refunds of mediation fees, arranging further mediation sessions and issuing certificates, where mediation fails to fully resolve the dispute.

Date of mediation:.....**RTU File No:**.....
Mediator's name:.....
Co-Mediator's name:.....
Mediation session: Start time:..... **Finish time:**.....

PLEASE CIRCLE

Further Session

- Was a further session arranged? *Yes* *No*
 - If yes: Date:.....Time:..... Place:
 - Is the venue available and confirmed with the RTU? *Yes* *No*
 - Is any further action required by the RTU? *Yes* *No*
- Details:.....
.....

Mediation session

- Total number of people present at the mediation (including Mediator/s):.....
- Did all the parties to the Mediation sign the Mediation Agreement? *Yes* *No*
- Did all third parties and advisers sign the Confidentiality Agreement? *Yes* *No*

Outcome of mediation

- Was a settlement agreement reached? *Yes (full)* *Yes (partial)* *No*
 - If yes, was it: *written* *verbal* *both*
- If no agreement was reached, how likely are the parties to settle in the future?

	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
	Very unlikely				Very likely
- If a certificate is issued, should it indicate that the mediation...?

<i>Failed to resolve all of the issues</i>	<i>Resolved some of the issues</i>
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Other comments

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Mediator's report (2)

Note: This page will be separated from the first page, and will not be kept on the RTU client file. The information provided will not be connected to the parties and will only be used by the RTU for statistical purposes.

Outcome of mediation

- Was a settlement agreement reached? *Yes (full)* *Yes (partial)* *No*
- If yes, was it: *written* *verbal* *both*
- If no agreement was reached, how likely are the parties to settle in the future?

1
Very unlikely
2
3
4
5
Very likely

Which of the following issues were discussed during the mediation?

- Misrepresentation* *Outgoings* *Options* *Terms of the Lease*
- Condition of Property* *Rent* *Termination*
- Assignment* *Relocation/Refurbishment* *Other:.....*

Describe the parties' participation in the mediation:

Did they negotiate in good faith or were they positional and entrenched?

Applicant:

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Respondent:

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Other comments about the mediation:

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