

## HOUSING SOLUTIONS

# MEDIATION GETS RESULTS

## LANDLORD + PROPERTY MANAGER RESOURCE

The Early Settlement Mediation Program provides free mediation to resolve concerns between landlords and tenants, including non-payment of rent. The Early Settlement Mediation Program is sponsored by Tulsa County and the Oklahoma Supreme Court. Tenants and landlords can apply to this free program as soon as the dispute develops. You don't need to wait for a missed rent payment or for an eviction to be filed.

### What is mediation?

Mediation is a meeting between a tenant and landlord with a neutral, third party to help them resolve their concerns and come to a long-lasting agreement that benefits both parties. The Early Settlement Mediation Program has in-person and virtual mediation options.

### What can mediation help with?



Rent



Repairs



Lease  
Agreements



### What is a mediator?

A mediator is a neutral, third party. The mediator does not work for either the landlord or the tenant. The mediator's goal is to help the landlord and tenant to communicate and work out an agreement that will benefit both of them. The mediators at Early Settlement Mediation Program are professionally trained and certified by the Oklahoma Supreme Court.

A mediator does not give legal advice. If you need legal advice, visit [2-1-1 Eastern Oklahoma](https://www.2-1-1ok.org/) to be connected with legal resources for advice and representation.



To apply for Early Settlement Mediation, submit the [INTAKE FORM](#) to [susan.johnson@tulsacounty.org](mailto:susan.johnson@tulsacounty.org).  
**918.596.7786 | [www.awh4t.org](http://www.awh4t.org)**

Office Case #: \_\_\_\_\_  
Possible Scheduling Date(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Responded by/Date: \_\_\_\_\_

EARLY SETTLEMENT MEDIATION  
TULSA  
**INTAKE FORM**  
**Instructions:** Complete applicable info, scan & email to [susan.johnson@tulsacounty.org](mailto:susan.johnson@tulsacounty.org) or fax to 918-596-7873. Upon receiving, we will work to schedule your mediation. If both parties have suggested date(s), please note it at left & we will make every effort to honor your request. Questions? Call 918-596-7786

**Mediation Scheduling:**  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Mediators: \_\_\_\_\_  
Observers: \_\_\_\_\_

◆.....◆  
*Above Line for ES Office Use Only*

Is there a restraining/protective order against either party or any allegations of abuse?  
  
Plaintiff: Yes ☐ No ☐  
Defendant: ☐ Yes ☐ No

Today's Date: \_\_\_\_\_  
Type of Case: \_\_\_\_\_  
Referred By: \_\_\_\_\_  
Judge: \_\_\_\_\_  
Judge's Fax #: \_\_\_\_\_  
Court Date: \_\_\_\_\_  
County: \_\_\_\_\_  
Court Case #: \_\_\_\_\_

Is there any active drug use or history of mental illness?  
  
Plaintiff: ☐ Yes ☐ No  
Defendant: ☐ Yes ☐ No

**Plaintiff:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/St/Zip: \_\_\_\_\_  
Home #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

**Plaintiff's Attorney (if applicable)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/St/Zip: \_\_\_\_\_  
Business #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

Attorney Plans to Attend Mediation: ☐ Yes ☐ No

**ISSUES TO BE DISCUSSED:**

- |   |   |  |                                    |
|---|---|--|------------------------------------|
| <input type="checkbox"/> Money/Debt Owed        | <input type="checkbox"/> Disturbance of Peace | <input type="checkbox"/> Breach of Kx    | <input type="checkbox"/> Neighbors |
| <input type="checkbox"/> Personal/Real Property | <input type="checkbox"/> Consumer/Merchant    | <input type="checkbox"/> Landlord/Tenant | <input type="checkbox"/> Other     |

**Defendant:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/St/Zip: \_\_\_\_\_  
Home #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

**Defendant's Attorney (if applicable)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/St/Zip: \_\_\_\_\_  
Business #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

Attorney Plans to Attend Mediation: ☐ Yes ☐ No