



**Northwest Wyoming Board of REALTORS® Clerical Application**

**APPLICANT INFORMATION**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell : \_\_\_\_\_ Other: \_\_\_\_\_  
Primary Email: \_\_\_\_\_ Secondary Email: \_\_\_\_\_

**BROKER/AGENT INFORMATION**

Assistant to:  Broker  Agent **Broker MUST be an active member of the Northwest Wyoming Board of REALTORS® MLS**

Broker/Agent Name: \_\_\_\_\_ NRDS # \_\_\_\_\_  
Primary Email: \_\_\_\_\_ Secondary Email: \_\_\_\_\_

**OFFICE INFORMATION**

Office Name: \_\_\_\_\_ Office ID # \_\_\_\_\_  
Office Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_  
Office Email: \_\_\_\_\_

**GENERAL TERMS AND CONDITIONS:**

I agree to abide by the MLS Rules and Regulations, Bylaws and policies of the Northwest Wyoming Board of REALTORS®, the rules of the Wyoming REALTORS®, and the Constitution, Bylaws, policies and rules of the National Association of REALTORS®, all as may from time to time be amended.

I am responsible for the security of my login information & will not share or make it available to any person.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above Applicant is an assistant with my office. This authorizes his/her access to Navica Plus. I understand that I am responsible for the Assistant's use or misuse of the Service in accordance with all applicable rules and policies. I further acknowledge that I am responsible for paying fees for any clerical assistant working for my office.

Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## FEES AND PAYMENT INFORMATION

Joining Fee (one-time fee): No fee charged

MLS Access Fee: \$120.00 (Yearly fee, pro-rated on a monthly basis) No refunds.

## PAYMENT DETAILS

Payments must be made by check or cash.

## PAYMENT RULES

**From our MLS Rules and Regulations, Section 6.**

- (a) **MLS MONTHLY PARTICIPATION FEE:** Each Participant will be charged a monthly computer user fee for each and every active licensee who is employed by or affiliated as an independent contractor with such Participant in their office as of the first of each month. Said monthly fee shall not be pro-rated and shall be set forth in the Fee Schedule (Exhibit "A")

Note 2: Multiple Listing Services that choose to include affiliated unlicensed administrative and clerical staff, personal assistants, and/or individuals seeking licensure or certification as real estate appraisers among those eligible for access to and use of MLS information as subscribers may, at their discretion, charge recurring fees. (Amended 11/17)

Since the Broker Participant has signed this form agreeing to be responsible for fees for any assistants with MLS access in his/her office or working directly for him/her or one of his/her licensees, the following rule shall apply:

**Section 7: COMPLIANCE WITH RULES:** The following action may be taken for noncompliance with the rules.

(a) Failure to pay any fee within one (1) month of the date due and provided that at least five (5) days' notice has been given, a 20% service fee will be assessed, and the Participant and all Service for the MLS will be suspended until service charges and fees are paid in full.

- 1) All active and pending listings may be deleted from the MLS
- 2) Offenders shall be designated as members not in good standing.
- 3) A reinstatement fee as stated in the Fee Schedule (Exhibit "A") shall be charged per reinstatement.

**IMPORTANT: All assistants, whether licensed or unlicensed, must be under the DIRECT SUPERVISION of the Responsible Broker (Participant). Assistants are not permitted to have or use Sentricards.**

**Unlicensed assistants and their Responsible Brokers must also complete an Unlicensed Assistant Form before MLS access will be granted.**