



## MLS Only Participation Instructions

### MLS Only Participation Instructions

#### Overview

MLS Only Participation does not grant Primary or Secondary membership in the Northwest Wyoming REALTORS® (NWBOR). It does not provide the benefits, services, or protection of REALTOR® membership.

#### Eligibility

- **For Designated REALTOR® Members:**
  - Must be a member of the National Association of REALTORS® and Wyoming Association of REALTORS® through another Board or Association to apply.

#### Services Included:

- Access to the Navica MLS System.
- Access to the Sentrilock Lockbox/Keycard System.

#### Services NOT Included:

- NWBOR member protection, benefits, or certain services.
- Free/reduced rate education provided by NWBOR.
- Access to real estate contracts from the Wyoming Association of REALTORS®.
- Eligibility to vote or hold office in NWBOR or NWBOR MLS Committee.

#### Requirements:

Please return with the application packet:

- Current, valid Wyoming Real Estate License or Wyoming appraisal certification.
- Proof of Primary membership in a Wyoming or contiguous state Board of REALTORS®.
- Proof of Primary MLS membership in Wyoming or contiguous state Board of REALTORS®.
- Designated REALTOR (Broker) must be an active NWBOR MLS Only Participant for additional agents.
- All members associated with the Designated REALTOR (Broker) are required to join, except for those agents who have an MLS Waiver on file.

#### Additional Documentation:

- Letter of Good Standing from primary REALTOR® Association.
- Copy of Wyoming real estate license or appraiser certification.
- MLS Participation Agreement, MLS Broker Membership Application & Agreement, and MLS Office Membership Application & Agreement.
- Copy of Driver's License, state-issued ID, or valid passport.
- Payment for all fees via Growthzone (NAR E-commerce).

**Fees for Designated REALTOR®/Brokerage:**

- New Office Application Fee: \$695.00
- New Member Orientation Fee: \$50.00
- MLS Participation Fee: \$62/month\*\*

**Fees for REALTOR® Member:**

- New Member Orientation Fee: \$50.00
- MLS Participation Fee: \$62/month per agent



## MLS-ONLY PARTICIPATION APPLICATION

This application must be submitted with payment of MLS Application Fee & first month's MLS Fee. If joining as a Designated REALTOR®, include \$695.00 Office Application Fee.

### Required Items for MLS-Only Participants:

1. Letter of Good Standing from current Board/Association of REALTORS®.
2. Copy of valid Driver's License, state-issued ID, or valid passport.
3. Copy of valid Wyoming Real Estate License.

### Application Details

#### 1. NAME OF APPLICANT:

(First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

#### 2. NAME OF FIRM:

Position: \_\_\_\_\_

(Employee / Salesperson / Owner / Other: \_\_\_\_\_)

#### 3. FIRM ADDRESS:

(Street) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Web Page: \_\_\_\_\_

Office Ph: \_\_\_\_\_ Office Fax: \_\_\_\_\_ Voice Mail: \_\_\_\_\_

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

#### 4. RESIDENCE ADDRESS:

(Street) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Home Ph: \_\_\_\_\_ Home Fax: \_\_\_\_\_ Cell #: \_\_\_\_\_

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

#### 5. ARE YOU ACTIVELY ENGAGED IN THE REAL ESTATE BUSINESS?

Yes  No

Specific Area: \_\_\_\_\_

#### 6. DO YOU PRESENT YOURSELF TO THE PUBLIC AS BEING ACTIVELY ENGAGED IN REAL ESTATE?

Yes  No

**7. ASSOCIATION WITH A BROKER:**

Broker Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Since: \_\_\_\_\_

**8. WYOMING REAL ESTATE COMMISSION LICENSE NUMBER(S):**

Broker: \_\_\_\_\_ Salesman: \_\_\_\_\_ Appraiser: \_\_\_\_\_

**9. MEMBERSHIP IN OTHER REALTORS® ASSOCIATIONS:**

Yes  No

Association: \_\_\_\_\_

**10. STATE AND NATIONAL DUES PAID THROUGH ANOTHER ASSOCIATION THIS YEAR?**

Yes  No

Association: \_\_\_\_\_

**11. PAST MEMBERSHIP IN NORTHWEST WYOMING BOARD OF REALTORS®:**

Yes  No

Year: \_\_\_\_\_ Company Affiliation: \_\_\_\_\_

**12. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS: \_\_\_\_\_**

*(Please list on a separate sheet if necessary)*

**13. INVOLVEMENT IN ETHICS OR CIVIL RIGHTS ACTIONS:**

Yes  No

*(If yes, provide details on a separate attached sheet)*

**14. APPEARANCE BEFORE REAL ESTATE LICENSING AUTHORITY:**

Yes  No

*(If yes, provide the date and details on a separate sheet)*

**Disciplinary Measures:** All members may be subject to discipline, upon recommendation of the MLS Committee or by a Hearing Panel of the Professional Standards Committee authorized by the Wyoming REALTORS®. This applies to conduct that, in the opinion of the Board of Directors, adversely reflects on the term REALTOR® or REALTORS®, the real estate industry, or is inconsistent with or adverse to the objectives, standards, and purposes of the Northwest Wyoming Board of REALTORS® (NWBOR).

**Member Agreement:** As an MLS Participant and/or member with NWBOR, I agree to:

- Safeguard and promote the standards, interests, and welfare of the Board, its staff, and the real estate profession.
- Maintain high standards of ethical and appropriate conduct in my real estate practice and in dealings with NWBOR.
- Cooperate with all REALTORS® of NWBOR in connection with properties listed in the Board’s Multiple Listing Services as well as my own listings in my primary Board/Association.

- Abide by NWBOR MLS Rules and Regulations and the National Association of REALTORS® Code of Ethics.
- Uphold Professional Standards with all licensees and associates in my office.

**MLS Only Participation Rights:** According to NAR's Definition of MLS Participant from the current NAR Handbook on Multiple Listing Policy:

- MLS participatory rights are available to any REALTOR® principal or firm comprised of REALTOR® principals, irrespective of primary membership location, subject to agreement to MLS rules, dispute arbitration, and payment of MLS dues and fees.
- Participatory rights do not confer voting privileges or eligibility for office as an MLS committee member, officer, or director.
- Universal access to service requires that MLS Participatory rights be available to REALTOR® principals or firms comprised of REALTOR® principals, irrespective of where primary or secondary membership is held.
- This does not preclude MLS from assessing fees that differ from those charged to local members or for charging fees for additional services.

**Obligations for MLS Only Participants:** Applicants must agree to:

1. Abide by NWBOR Bylaws, Policies and Procedures, MLS Rules & Regulations, and the National Association of REALTORS® Code of Ethics, including arbitration obligations as specified by Article 17 of the Code of Ethics.
2. Consent that the MLS may receive information and comment about the applicant from any member or other persons, with such information being privileged and not the basis of any action for slander, libel, or defamation of character.
3. Hold a current, valid Wyoming Broker's or Salesperson's license, or be licensed/certified by a Wyoming regulatory agency for property appraisal.

**Application Process:**

- Applications for participation shall be made as prescribed by the Board of Directors and Committee of the Service.
- Applicants must agree to abide by the NWBOR Bylaws, Policies and Procedures, MLS Rules & Regulations, and other applicable policies, subject to amendments.
- A 72-hour grace period may be considered before activating services to ensure application legitimacy.

**Verification and Access to Services:**

- The Chief Executive Officer (or authorized designee) will verify the applicant's class of membership and information, seeking approval from the MLS Chairman.
- Participation and access to services will commence once all information is verified.

**Orientation and Training Requirements:**

- Applicants must complete the orientation course required by NWBOR within 70 days from the date of application.
- Failure to complete these requirements, without an acceptable excuse, will result in rejection of the application.
- Access to NWBOR’s MLS will be granted upon completion of Navica training and MLS Rules and Regulations training sessions.

**Communication Authorization:** I hereby authorize NWBOR to contact me through email, voice mail, telephone, fax, and other forms of communication.

**Applicant Declaration:** THE FOREGOING FACTS AND STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

(Date) \_\_\_\_\_

(Signature of Applicant) \_\_\_\_\_

Date Received: \_\_\_\_\_

Payment Received: \_\_\_\_\_

Approved by MLS Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by CEO: \_\_\_\_\_ Date: \_\_\_\_\_

MLS Orientation Date: \_\_\_\_\_