



MLS Only Application Instructions



MLS Only Participation does not convey Primary or Secondary membership in the Northwest Wyoming REALTORS® (NWBOR) nor does it grant the participant the benefits, certain services or protection of REALTOR® membership. If you are a Designated REALTOR® member of the National Association of REALTORS® and Wyoming Association of REALTORS® through another Board or Association of REALTORS®, you may apply for MLS- Only Participation.

As an MLS Only Participant, you may be eligible for the following services ONLY:

- Access to the Paragon MLS System
- Access to use the Sentrilock Lockbox/Keycard System

You will NOT receive:

- Protection, benefits or certain services provided to members of the NWBOR.
- Access to NWBOR provided free/reduced rate education.
- Access to real estate contracts provided to members of the Wyoming Association of REALTORS®.
- No eligibility to vote or hold office in either the NWBOR or NWBOR MLS Committee.

Requirements of MLS Only Participation: Please initial and return with packet.

____ Must hold a current, valid Wyoming Real Estate License or be certified in Wyoming to engage in the appraisal of real property.

____ Must be a primary member of a Board of REALTORS.

____ Must hold primary MLS membership in a Board of REALTORS in the state of Wyoming or a contiguous state.

____ Designated REALTOR (Broker) must be an active NWBOR MLS Only Participant for additional agents to participate.

____ All members holding a current, valid Wyoming Real Estate license or are certified by the WREC to appraise properties under the Designated REALTOR (Broker) are required to join as well.

Additional documentation required to accompany your MLS Only Participant Application:

- Letter of Good Standing from your primary REALTOR® Association
- A copy of your Wyoming real estate license or appraiser certification. Must be licensed/certified in Wyoming to receive services.
- MLS Participation Agreement, MLS Broker Membership Application & Agreement and the MLS Office Membership Application & Agreement.
- Copy of Driver’s License, state-issued ID, or valid passport
- Payment for all fees to be made through Growthzone (NAR E-commerce)

Designated REALTOR®/Brokerage

New Office Application Fee: New	\$695.00
Member Orientation Fee: MLS	\$ 50.00
Participation Fee:	\$60/month **

REALTOR® Member

If you are a REALTOR® member of the National Association of REALTORS® and Wyoming Association of REALTORS® through another Board or Association of REALTORS® with a current, valid Wyoming real estate license and you are licensed to, or working for, a Designated REALTOR® who is an MLS-Only Participant, you may apply for MLS-Only Participation.

New Member Orientation Fee: MLS	\$ 50.00
Participation Fee:	\$60/month per agent

NORTHWEST WYOMING BOARD OF REALTORS®

P.O. Box 2714, Cody, Wyoming 82414

Phone: (307) 587-8418

Email: Admin@nwbtor.com

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®, you must also include \$695.00 Office Application Fee.

The following items are required 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

PLEASE ANSWER ITEMS 1 THROUGH 14 AND THE APPLICANT'S AGREEMENT.

1. NAME OF APPLICANT _____
(First) (Middle) (Last)

2. NAME OF FIRM: _____
Your position with Firm: Principal Partner Corporate Officer Trustee
(Check all that apply) Employee Salesperson Owner
Other (): P l e a s e explain: _____

3. FIRM ADDRESS: _____
(Street) (City) (State) (Zip)

(Web Page Address) _____

Office Ph: _____ Office Fax: _____ Voice Mail: _____ E-Mail: _____

4. RESIDENCE ADDRESS: _____
(Street) (City) (State) (Zip)

Home Ph: _____ Home Fax: _____ Cell #: _____ E-Mail: _____

(All phone numbers are published unless you notify us in writing.)

5. ARE YOU ACTIVELY ENGAGED IN THE REAL ESTATE BUSINESS? Yes No
If yes, please indicate what area of Real Estate you are engaged in: _____

6. DO YOU PRESENT YOURSELF TO THE GENERAL PUBLIC AS BEING ACTIVELY ENGAGED IN THE REAL ESTATE BUSINESS?
Yes No

7. I HAVE BEEN ASSOCIATED WITH _____
Broker Name Address Phone

Since _____.

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

BROKER: _____ SALESMAN: _____

APPRAISER: _____

9. HAVE YOU HELD, OR DO YOU HOLD, MEMBERSHIP IN ANOTHER ASSOCIATION OF REALTORS®? Yes No

10. IF YOU ANSWERED "YES" TO QUESTION #9, HAVE YOU PAID STATE AND NATIONAL DUES FOR THE CURRENT YEAR THROUGH ANOTHER ASSOCIATION? Yes No

IF "YES", WHICH ONE? _____

11. HAVE YOU EVER HELD MEMBERSHIP IN THE NORTHWEST WYOMING BOARD OF REALTORS®? Yes No

Approximate Year: _____ Company Affiliation: _____

12. MEMBERSHIP in a professional organization. (Use additional sheet if necessary.)

13. HAVE YOU EVER, EITHER AS A COMPLAINANT OR AS A RESPONDENT, BEEN INVOLVED IN ANY QUESTIONS OF ETHICS OR CIVIL RIGHTS ACTIONS? Yes No (If "Yes", state circumstances in each instance on a separate attached sheet.)

14. HAVE YOU EVERY APPEARED BEFORE ANY REAL ESTATE LICENSING AUTHORITY IN DEFENSE OF AN ALLEGED VIOLATION OF LICENSE LAW? Yes No (If "Yes", state the approximate date and disposition of the matter, using a separate sheet of paper for information if necessary.)

All members may, upon recommendation of the Board Operations Committee, or upon presentation by a Hearing Panel of the Professional Standards Committee authorized by the Wyoming REALTORS®, be subject to discipline for conduct which, in the opinion of the Board of Directors, reflects adversely on the term REALTOR® or REALTORS®, the real estate industry, or for conduct that is inconsistent with/or adverse to the objectives, standards, and purposes of the Northwest Wyoming Board of REALTORS®.

As an MLS Participant and/or a member with the Northwest Wyoming Board of REALTORS®, I agree to the primary responsibility to safeguard and promote the standards, interests, and welfare of the Board, its staff and the real estate profession, and shall maintain the high standards of ethical and appropriate conduct in my real estate practice and in my dealings with the Northwest Wyoming Board of REALTORS®.

I agree to cooperate with all REALTORS® of the Northwest Wyoming Board of REALTORS® in connection with properties listed in the Board's Multiple Listing Services as well as any of my own listings in my primary Board/Association. I agree to abide by the Northwest Wyoming Board of REALTORS® MLS Rules and Regulations. I also agree to abide by the National Association of REALTORS® Code of Ethics and to uphold Professional Standards with all of my licensees and associates in my office.

MLS Only Participatory rights shall be granted according to the following:

Per NAR's Definition of MLS Participant from the current NAR Handbook on Multiple Listing Policy: Under the "Board of Choice" policy, MLS participatory rights shall be available to any REALTOR® (principal) or any firm comprised of REALTOR® (principals) irrespective of where they hold primary membership subject only to their agreement to abide by any MLS rules or regulations; agreement to arbitrate disputes with other Participants; and payment of any MLS dues, fees, and charges.

Participatory rights granted under Board of Choice do not confer voting privileges or eligibility for office as an MLS committee member, officer, or director. The universal access to service component of Board of Choice is to be interpreted as requiring that MLS Participatory rights be available to REALTOR® principals, or to firms comprised of REALTOR® principals, irrespective of where primary or secondary membership is held. This does not preclude an MLS from assessing REALTORS® not holding primary or secondary membership locally fees, dues, or charges that exceed those or alternatively, that are less than those charged Participants holding such memberships locally or additional fees to offset actual expenses incurred in providing MLS services such as courier charges, long distance phone charges, etc., or for charging any Participant specific fees for optional additional services. (Adopted 11-96)

MLS Only Participation does not convey membership in the Northwest Wyoming Board of REALTORS® nor does it grant the participant the benefits, certain services and protection of membership. Applicants must agree to:

(1) abide by the NWBOR MLS Rules & Regulations and Policies and the Code of Ethics of the National Association of REALTORS including the obligations to arbitrate controversies arising out of real estate transactions as specified by Article 17 of the Code of Ethics as further specified in the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS, as from time to time amended,

(2) and that the applicant consents that the MLS, through its MLS Committee or otherwise, may invite and receive information and comment about applicant from any Member or other persons, and that applicant agrees that any information and comments furnished to the Committee by any person in response to the invitation shall be conclusively deemed to be privileged and not form the basis of any action for slander, libel, or defamation of character, and

(3) that the applicant holds a current, valid Wyoming Broker's or Salesperson's license or is licensed or certified by an appropriate Wyoming regulatory agency to engage in the appraisal of real property. The applicant shall, with the form of application, have access to a copy of the MLS Rules and Regulations, and Code of Ethics referred to above.
Application for Participation: Application for participation shall be made in such manner and form as may be prescribed by the Board of Directors and the Committee of the Service and made available to any Designated REALTOR® (Broker) principal of this or any other Board requesting it. The application form shall contain a signed statement agreeing to abide by these Rules & Regulations Bylaws and any other applicable policies of the Service as from time to time are amended or adopted. A 72-hour grace period may be considered before services will be activated to ensure legitimacy of application. (Amended 2/94, 5/17)

The Chief Executive Officer (or duly authorized designee) shall determine whether the applicant is applying for the appropriate class of membership, shall verify the applicant's information and seek approval from the MLS Chairman. Participation and access to services will not take effect until all information is verified.

I agree to complete the orientation course required by the Northwest Wyoming Board of REALTORS® within 30 days from the date of application for membership/participation. Failure to complete these requirements without an excuse

acceptable to the Board of Directors of the Northwest Wyoming Board of REALTORS® shall result in rejection of the application for membership/participation. Access to the Northwest Wyoming Board of REALTORS® MLS shall be granted upon completion of the Paragon training and MLS Rules and Regulations training sessions.

I hereby give my authorization and permission for the Northwest Wyoming Board of REALTORS® to contact me through email, voice mail, telephone, fax, and other forms of communication.

THE FOREGOING FACTS AND STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

(Date)

(Signature of Applicant)

(Date)

(Signature of Responsible Broker)

ACKNOWLEDGEMENT OF MLS SECURITY

I, _____, do hereby acknowledge that the Northwest Wyoming Board of
(MLS-Only Applicant)

REALTORS® Multiple Listing Service (current listings and/or sold information) is for the exclusive use of:

_____, an MLS-Only Subscriber of the Northwest Wyoming
(Firm Name)

Board of REALTORS®. I also agree that all current listing and sales data (computer generated, and/or any other MLS or comparable sold information) will not be used by anyone other than myself and that I will not use my affiliation with the Northwest Wyoming Board of REALTORS® to input listings generated by other agents.

I also acknowledge that if I share any Northwest Wyoming Board of REALTORS® Multiple Listing Service data or give any of this information to anyone not entitled to it, myself and my Responsible Broker (also known as Designated REALTOR® or Designated Broker), will be found in violation of the MLS Security and can incur fines of up to \$1,000 per occurrence as well as possible suspension. In addition, I acknowledge that a \$10,000 fine could be assessed for divulging my MLS Password.

(Date)

(Signature of Applicant)

(Date)

(Signature of Responsible Broker)