



Casper Board of
REALTORS[®]

&

Wyoming Multiple
Listing Service

951 Werner Ct., Suite 290
Casper, WY 82601
Phone (307) 237-1670
Fax (307) 235-0018
Email: cmls@tribcsp.com

REALTOR Applicant
Packet

The REALTOR® Organization

The REALTOR® organization is a three-tiered structure (local, state and national), bringing you an array of benefits from each level. When you joined your local REALTOR® association, you automatically became a member of the state and national associations, too. The diagram below provides an illustration of the basic (not complete) programs and services provided by the REALTOR® organization to serve the diverse interests of REALTORS® and the real estate profession.

You are Here



Your LOCAL Board/Association



Your State Association



NATIONAL ASSOCIATION OF REALTORS®

The Local/Board Association Offers:

- Enforcement of the Code of Ethics, including arbitration and mediation
- Operation of the multiple listing service (frequently the case, but not always)
- Advocacy at local level
- Educational/professional development/networking opportunities
- Print and electronic communications
- New member orientation and day-to-day contact

The State Associations Offer:

- Legislative and political affairs at the state level
- Education and professional development, including the GRI (Graduate REALTOR® Institute) designation
- Conventions and networking opportunities
- Print and electronic communications

The National Association Offers:

- Industry standards such as the REALTORS® Code of Ethics
- Public policy and legal advocacy at the national level
- Access to print and electronic information, such as OneRealtorPlace.com and REALTOR® Magazine
- Programs leveraging the group buying power of our **1 MILLION** members
- Image campaigns promoting the relevance of REALTORS® to the real estate transactions

2019 REALTOR® Dues New Member

- Your real estate license **issue date** determines which month is paid
- The amount due includes REALTOR dues for the Casper Board of Realtors, Wyoming Realtors and the National Association of Realtors and the Casper Board One-Time application fee
- Dues can be paid with cash, check, Visa or Mastercard

Month	Total Amount Due
January	\$940.00
February	\$902.08
March	\$864.17
April	\$750.00
May	\$712.08
June	\$674.17
July	\$560.00
August	\$522.08
September	\$484.17
October	\$370.00
November	\$332.08
December	\$294.17

Breakdown of dues:

Month	CBR	CBR Application Fee	WAR	NAR
Jan	\$305.00	\$100	\$350.00	185.00
Feb	\$305.00	\$100	\$324.58	\$172.50
March	\$305.00	\$100	\$299.17	\$160.00
April	\$228.75	\$100	\$273.75	\$147.50
May	\$228.75	\$100	\$248.33	\$135.00
June	\$228.75	\$100	\$222.92	\$122.50
July	\$152.50	\$100	\$197.50	\$110.00
Aug	\$152.50	\$100	\$172.08	\$97.50
Sept	\$152.50	\$100	\$146.67	\$85.00
Oct	\$76.25	\$100	\$121.25	\$72.50
Nov	\$76.25	\$100	\$95.83	\$60.00
Dec	\$76.25	\$100	\$70.42	\$47.50

USE THIS FORM TO CALCULATE DUES TO BE PAID

Initial REALTOR dues and MLS fees to be paid to join the Casper Board of Realtors and MLS:

- 1) REALTOR DUES: The total REALTOR dues amount can be found on the document included in this packet "2019 REALTOR Dues New Member". The total amount due is based on your real estate license issue date. Method of payment we accept is cash, check, Visa or Mastercard. Find the amount on the document and put here:

REALTOR DUES: _____

- 2) Sentrilock Initial Set up Fee: \$75.00
- 3) MLS One-time Membership Application Fee: \$75.00

**For total amount of dues you will need
to pay add 1, 2 & 3**

1) REALTOR DUES:	\$ _____
2) SENTRILOCK INITIAL FEE:	<u>\$75.00</u>
3) MLS APPLICATION FEE:	<u>\$75.00</u>

TOTAL: \$ _____



Casper Board of REALTORS®
951 Werner Court, Ste 290
Casper, WY 82601
Phone 307-237-1670
Fax 307-235-0018
Email aevans@tribcsp.com

Credit Card Authorization Form

Cardholder Name: _____

Cardholder Company Name: _____

Credit Card Type Accepted: Visa MasterCard

Credit Card Number: _____

Exp. Date: _____ CVC Code (3 digit code on back of card): _____

The cardholder authorizes the Casper Board of Realtors to charge this credit card \$ _____
for the following charges:

I certify that I am an authorized user of this credit card account and will not dispute the transactions with my credit card company; so long as the transactions correspond to the terms indicated in this authorization form.

SIGNATURE _____

DATE _____



Application for REALTOR MEMBERSHIP

I hereby apply for (choose one) Designated REALTOR® REALTOR® Membership in the Casper Board of REALTORS.

Enclosed is payment in the amount of \$ 100.00 for my one-time application fee and \$ _____ for my prorated membership dues payable directly to the Casper Board of REALTORS®.

(See Membership Dues Schedule to calculate dues payable. Dues will be pro-rated in accordance with the real estate license issue date of applicant)

Qualifications for Membership.

I understand that membership brings certain privileges and obligations that require compliance, including the following:

- Membership in the Association necessarily means that I am also a member of the State Association and National Association of REALTORS® and I agree to abide by the Code of Ethics of the National Association, which includes the duty to arbitrate (or to mediate if required by the association), as well as the Constitution, Bylaws and Rules and Regulations of the Association, the State Association and the National Association. Further, if required, I agree to satisfactorily complete the periodic Code of Ethics training and a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations.
- I acknowledge that as a member of the Association, I will be licensed to use the REALTOR® trademarks to indicate such membership, and I agree to abide by the rules governing use of those trademarks. I understand that REALTOR® is a federally registered trademark of the National Association and use of this designation is subject to rules promulgated by the National Association. Upon termination of my membership in the Association for any reason, my license to use the term REALTOR® is automatically revoked and I will immediately discontinue use of the term REALTOR® and all REALTOR® trademarks.
- Membership is final only upon approval by the Board of Directors and may be revoked should completion of any membership requirement, such as orientation, not be completed within the timeframe established in the Association's bylaws.
- I will attend orientation of the Association confirming my membership. Failure to meet this requirement may result in having my membership terminated.

***NOTE:** The duty to submit to an ethics complaint continues in effect even after membership lapses or is terminated. Any ensuing discipline will be held in abeyance until such time as the respondent rejoins an association of REALTORS® (see Code of Ethics and Arbitration Manual, Section 20(e)). The duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while the former member was a REALTOR®.*

I hereby submit the following information for your consideration:

APPLICANT INFORMATION:					
First Name			Middle Name		
Last Name			Suffix	<input type="checkbox"/> Jr, <input type="checkbox"/> III, <input type="checkbox"/> Sr, <input type="checkbox"/> Etc.	
Nickname (DBA):					
Home Address:					
City:			State:		
Home Phone:			Cell Phone:		
Fax:					
Primary E-mail:			Secondary E-mail:		
May the Association, as well as the State and the National Associations, communicate with you via text message?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Broker or Salesperson's License #					
State of Licensure:			Appraisal License #		
Do you hold, or have you ever held, a real estate license in any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If so, where:					

COMPANY INFORMATION:					
Office Name:					
Office Address:					
Office Phone:			Fax:		
Are you a principal, partner, corporate officer of branch office Manager? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes , complete the remaining company information (shaded area)					
Company Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC (Limited Liability					
Company) <input type="checkbox"/> Other, specify					
Your position: <input type="checkbox"/> Principal <input type="checkbox"/> Partner <input type="checkbox"/> Corporate Officer <input type="checkbox"/> Majority Shareholder					
<input type="checkbox"/> Branch Office Manager <input type="checkbox"/> Non-principal Licensee <input type="checkbox"/> Other					
Names of other Partners/Officers of your firm:					
Is the office address provided above your principal place of business? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If not, or if you have a branch office, please provide that address:					
Address:					
City:			State:		
			Zip:		

PREFERRED MAILING/CONTACT INFORMATION:		
Preferred Phone:	<input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Cell	
Preferred E-mail:	<input type="checkbox"/> Primary E-mail <input type="checkbox"/> Secondary E-mail	

Preferred Mailing: Home Office Office Mail Alternate Member Mail Alternate

Mail Publications to: Home Office Office Mail Alternate Member Mail Alternate

APPLICANT INFORMATION:

Do you acknowledge that your use of the REALTOR® trademarks must comply with the National Association's trademark rules?¹ Yes No

Are you currently a member of any other Association of REALTORS®? Yes No

If yes, name of Association

Type of membership held:

Have you previously held membership in any other Association of REALTORS®? Yes No

If yes, name of Association

Type of membership held:

Do you have any unsatisfied discipline pending for violation of the Code of Ethics ?² Yes No

If yes, provide details.

If you are now or have been a REALTOR® member before, please provide the information below.

Previous NAR membership (NRDS) #

Last date (year) of completion of NAR's Code of Ethics training requirement:

Have you ever been refused membership in any other Association of REALTORS®? Yes No

If yes, state the basis for each such refusal and detail the circumstances related thereto:

Do you have any record of civil judgments imposed within the past seven (7) years involving judgments of civil rights laws, real estate license laws, or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities? Yes No

If yes, provide details:

Do you have a record of criminal conviction(s) within the past seven (7) years? Yes No

¹ The term REALTOR® is a federally registered collective membership mark which identifies a real estate professional who is a member of the National Association and subscribes to its strict Code of Ethics. The National Association's Trademark Rules are set forth in the Membership Marks Manual, available at: www.realtor.org/mmm.

² Article IV, Section 2, of the NAR *Bylaws* prohibits Member Boards from knowingly granting REALTOR® or REALTOR-ASSOCIATE® membership to any applicant who has an unfulfilled sanction pending which was imposed by another association of REALTORS® for violation of the Code of Ethics. (Adopted 1/01)

If yes, provide details:	
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Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details.	
Are there pending ethics complaints against you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details.	
Do you have any unsatisfied discipline pending ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details.	
Are you a party to pending arbitration request? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details.	
Do you have any unpaid arbitration awards or unpaid financial obligations to another association of REALTORS® or an Association MLS? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details.	

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that:

- failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership if granted.
- if accepted for membership in the Association, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the Casper Board of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. Dues are non-refundable.

By signing below, I consent that:

- the Casper Board of REALTORS®, will maintain a membership file of information which may be shared with other boards/associations where I subsequently seek membership. This file shall include: previous applications for membership; all final findings of Code of Ethics violations and violations of other membership duties; pending complaints alleging violations of the Code of Ethics or alleging violations of other membership duties; incomplete or pending disciplinary measures; pending arbitration requests; and information related to unpaid arbitration awards or unpaid financial obligations to the board/association or its MLS.
- the REALTOR® Associations (local, state, national) and their subsidiaries, if any may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

Dated: _____

Signature: _____



NEW REALTOR MEMBER ORIENTATION

For new Casper Board of REALTOR and Wyoming MLS Members

Realtor and Code of Ethics class and Wyoming MLS Intro class

- **Realtor & Code of Ethics class:** this is a **requirement** for all new Casper Board of REALTOR members. We recommend you attend the soonest class after you have completed your application process. If you can't attend this one you will be sent an email reminder of the next class and so on. You must stay for the entire class or you will have to come back again for the next class.
- **Wyoming MLS Intro class:** this is an optional class with the permission of your Broker. In order to waive this, the Orientation Waiver form must be completed by your Broker and returned to the Wyoming MLS

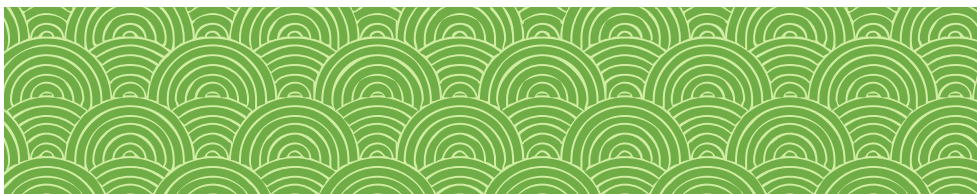
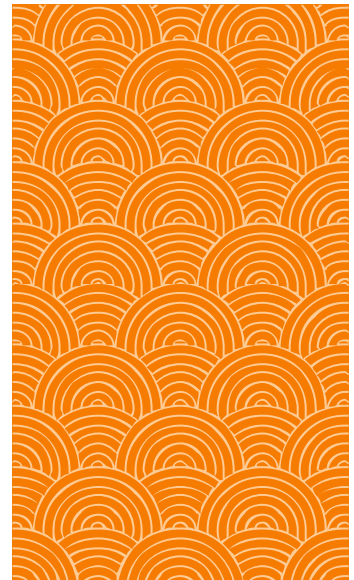
Orientation is held on Tuesdays at the Casper Board office, 951 Werner Ct., Suite 290, Casper, WY.

Wyoming MLS Intro	10:00am-12:30
LUNCH BREAK	12:30-2:00
Realtor & Code of Ethics	2PM-5PM

2019 Schedule

Jan 15th
March 26th
June 25th
Sept 24th
Dec 17th

(Schedule is subject to change)



MILS

Forms

Wyoming Multiple Listing Service
of the Casper Board of REALTORS®

MEMBERSHIP FEES and SERVICES

MEMBERSHIP FEES

- Initial Office Participation Fee **\$750.00**
- Office Re-Activation Fee (if within 36 months) **\$375.00**
- One-time Membership Application Fee **\$ 75.00 (new Participant/Subscriber)**

MONTHLY ACCESS FEE

\$29.00/per licensee

- Unlimited database usage
- Unlimited listings and listing changes
- Technical Support

MISC FEES

- Listing Input Fee (only if entered by WY MLS Staff) **\$25.00 /per listing**

LOCKBOX SYSTEM

Casper Board of REALTOR® Board Members

SENTRILOCK Basic Service & Professional Technical Support **\$26.00/month**

Lockbox: \$100.00 Deposit

Initial Set Up Fee: \$75.00

Office Transfer Fee \$50.00

Lost/Stolen cards: 1st Replacement: \$150, 2nd - \$225,
3rd and each additional \$300

SENTRILOCK Card Reader:

- Office receives 1 (one) Smart Card Reader
- \$100.00 additional Smart Carder Reader(s)
- Defective card readers are replaced at no charge.

NON-Casper Board of REALTOR® Board Members

SENTRILOCK Basic Service & Professional Technical Support **\$26.00/month**

Lockbox: \$130.00 Deposit

Initial Set Up Fee: \$100.00

Office Transfer Fee \$75.00

Lost/Stolen cards: 1st Replacement - \$200, 2nd - \$300,
3rd and each additional \$375

SENTRILOCK Card Reader: \$100.00

- \$100.00 replacement or additional Smart Carder Reader
- Defective card readers are replaced at no charge.

FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Subscriber Membership Application

Subscriber: “Subscribers of the MLS include non-principal brokers, sales associates and licensed and certified appraisers affiliated with Participants. Subscribers also include affiliated unlicensed administrative and clerical staff, personal assistants and individuals seeking licensure or certification as real estate appraisers who are under the direct supervision of an MLS Participant or the Participant’s licensed designee.”

Check One: Non-Principal Broker/Sales Associate Personal Assistant
 Appraiser (trainee) Unlicensed administrative/clerical staff

Date: _____

Name: _____

Real Estate License #: _____

REALTOR® Membership : _____ Board of REALTORS®/Association

(Wyoming MLS will contact Association to verify applicant is a valid Board member before processing application)

Company: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Company Phone: _____ Ext: _____ Company Fax: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home phone: _____

Email Address: _____

Please sign here giving the Wyoming MLS permission to send important communication regarding

the MLS to your email address. Signature: _____

Website Address: _____

Preferred Phone: Office Home Cell

Preferred mailing address: Office Home

- MLS Security Levels

Each user is assigned a specific security level in Paragon (the mls system). The security level allows users access to specific functions and reports within Paragon. By default, each Designated Broker is given a Level 5, all others users are given a Level 3. The Designated Broker must give permission for any level higher than 3.

- Check the appropriate security level and if required provide Broker's signature:

Level 2: _____ Search only SOLD listings

Level 3: _____ Full access to mls system **except** for accessing Listing Input & Maintenance

Level 4: _____ Full access to mls system, **with** access to input & maintain own listings only
(Broker signature required)*

Level 5: _____ Full access to mls, access to input & maintain listings for **ALL** agents in the office, have access to Broker level reports and office firm inventory reports. (This level is commonly used for Unlicensed clerical staff that input & maintain listings for the office) *(Broker's signature required*)*

**Broker Signature:* _____

I agree to abide by the Wyoming Multiple Listing Service Rules and Regulations as they exist and as they may from time-to-time be amended.

Subscriber Signature: _____ Date: ___/___/_____

I hereby certify that the Subscriber is affiliated with me.

Wyoming MLS Participating Broker Name (Print):

Broker Signature: _____ Date: ___/___/_____

Lockbox Access Lease Agreement

Applicant Type Check One: Participant (Responsible Broker)
 Subscriber (Agent)
 Appraiser
 Unlicensed Administrative/Clerical staff

Date: _____

Applicant Name: _____

Office: _____

Participant (Responsible Broker) Name: _____

I, Applicant, agree to the following:

1. Initial Set up Fee:

The Wyoming Multiple Listing Service hereby acknowledges receipt of the sum of **\$75.00** from applicant, which represents an Initial Set up Fee deposit to be held by Wyoming MLS. In the event of violation of any provision of this agreement, the Initial Set up Fee deposit shall be forfeited to Wyoming MLS. A portion of the Initial Set up Fee deposit shall be refunded upon return of the access prior to breach of this agreement.

2. Lockbox Access Receipt:

Applicant hereby acknowledges receipt of access credentials and it's PIN from Wyoming MLS. (PIN – confidential code used to access lockbox functions)

3. Termination of Access:

Applicant and Participant (Responsible Broker) agree to notify the Wyoming MLS of a termination request within 5 days of any of the following events:

- a. Suspension or termination as an active member in good standing as a REALTOR member
- b. Termination of Applicant's association with Participant (Responsible Broker) for any reason

4. Security of Access:

Applicant agrees:

- a) To keep the Lockbox Access in Applicant's possession or a safe place at all times..... (Initial)
- b) To not share PIN number with anyone..... (Initial)
- c) To not loan the access to any person, for any purpose whatsoever..... (Initial)
- d) To not duplicate the access or allow any other person to do so..... (Initial)
- e) To not assign, transfer, or pledge this lease or the access (Initial)
- f) To immediately notify the Wyoming MLS in writing of the loss or theft of access and circumstances surrounding such loss or theft. Loss or theft of the access will result in forfeiture of the Initial Set Up Fee deposit..... (Initial)
- g) To follow additional security procedures as specified by the Wyoming MLS..... (Initial)

5. Inspection/Access Audit:

Wyoming MLS shall have the right to inspect the access leased to Applicant at all reasonable times and places. Applicant agrees to submit the access for inspection at Wyoming MLS's office not less than 48 hours after the receipt of notice. In addition, Applicant agrees to submit the access for inspection upon written or verbal request if Wyoming MLS believes that the integrity and security of the system is in jeopardy. A failure to comply with the terms of this paragraph shall constitute an event of default under this lease.

6. Indemnification:

Applicant and Participant (Responsible Broker) covenants and agrees to indemnify and hold Wyoming MLS harmless from any and all liability, obligations, or demands against Wyoming MLS as a result of Applicant's loss of use of the access including, but not limited to, any and all liabilities, including attorney's fees, incurred by Wyoming MLS as a result of damage or injury to premises or persons arising out of the use by Applicant or by any other person of the access.

7. Participant's (Responsible Broker's) Responsibility:

Participant (Responsible Broker) confirms that he/she is a Wyoming licensed real estate broker or certified appraiser and an active member of the organization named herein. Further Participant (Responsible Broker) agrees that he/she is jointly and severally liable for all duties, responsibilities, and undertakings of Applicant under this agreement, provided, however that this agreement shall not be construed to make Applicant an employee of Participant (Responsible Broker).

- 8. **Authorization of Use on listed property:** Applicant will secure authorization from the owner or tenant in possession of any property listed for sale prior to the installation and use of the lockbox access system on such property. Extreme care should be taken to ensure that all doors and the lockbox are locked.

- 9. **Forfeiture:** Failure to abide by all provisions of this lease shall result in forfeiture. Forfeiture of the Initial Set Up Fee shall be in addition to and not in lieu of any other remedy available to Wyoming MLS.

Applicant Signature: _____

Date: _____

Participant (Responsible Broker) Signature: _____

Date: _____

MLS ORIENTATION WAIVER

According to the Wyoming Multiple Listing Service Rules and Regulations:

“Section 15 – Orientation: Any applicant for MLS Participation and licensee affiliated with an MLS Participant who has access to and use of MLS-generated information shall complete an orientation program of no more than 12 (twelve) classroom hours devoted to the MLS Rules and Regulations and computer training related to MLS information entry and retrieval and the operation of the MLS within thirty (30) days after access has been provided.

Any applicant for MLS Participation and any licensee affiliated with an MLS Participant, can waive orientation only by signing a waiver agreeing the Participant takes full responsibility to ensure applicant is given training on the MLS Rules and Regulations and computer training related to MLS information entry and retrieval and the operation of the MLS within thirty (30) days after access has been provided.

The Wyoming MLS offers MLS orientation once a month. Orientation is held at the Casper Board and Wyoming MLS office at 951 Werner Court, Suite 290 in Casper, Wyoming.

For specific dates and times, contact the Wyoming MLS office. All dates and times are subject to change.

Date: _____

I, _____, wish to waive the required Wyoming MLS
(MLS Participant)

Orientation for the following individual(s):

I agree to the terms stated above and have received and reviewed the Wyoming Multiple Listing Rules & Regulations.

Name of MLS Participant (Type/Print)

Signature of MLS Participant

Date