

Instructions for Member Transferring Offices

FOR ALL MEMBERS:

- 1) Contact your local Board of REALTORS to have your REALTOR Membership changed
- 2) Complete the following forms and return to the Wyoming MLS:
 - Membership Drop Form
 - New Subscriber Membership Application for new office
 - New Sentrilock Lease Agreement (if applicable). There is a \$50 Sentrilock transfer fee due upon transferring

(These forms are all included in this packet. They can also be found in Paragon in MLS Documents or by contacting the Wyoming MLS at 237-1670 or cmls@tribcsp.com)

- 3) Membership changes in Paragon are completed within 24 hrs of notification of change
- 4) Logins and passwords will remain the same unless agent requests a change

For Casper Board of REALTOR Members only:

- 1) The Casper Board of REALTORS sends the membership change information to the Wyoming Association of Realtors and the National Association of Realtors within 24 hrs of notification of change
- 2) Form Simplicity (real estate contracts vendor): the Wyoming Association of REALTORS handles Form Simplicity. If you do not see the change with your forms within 24 hrs contact the Wyoming Association of Realtors at 307-237-4085 or war@wyorealtors.com

Wyoming Multiple Listing Service
of the Casper Board of REALTORS®

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 STATUS: _____ New _____ Transfer

APPLICANT TYPE: _____ Participant (Responsible Broker)
 _____ Subscriber (Agent)
 _____ Appraiser

FEES*:

_____ Casper Board of REALTOR® Member Initial Set up Fee \$75.00 Transfer Office Fee \$50.00
_____ Non- Casper Board of REALTOR® Member Initial Set Up Fee \$100.00 Transfer Office Fee \$75.00

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 \$ _____* 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: _____



Wyoming Multiple Listing Service
 951 Werner Court, Ste 290
 Casper, WY 82601
 Phone 307-237-1670
 Fax 307-235-0018
 Email cmls@tribesp.com

Payment Authorization Form

Name: _____

Company: _____

Phone: _____

Email: _____

PAYMENT IS FOR THE FOLLOWING: (more than one may apply)

OFFICE FEES

Initial Office Participation Fee \$750

Office Re-Activation Fee \$375

MEMBER FEES

One-time Membership Application Fee \$75

SENTRILOCK FEES

CBR* Member Sentrilock Initial Set up Fee \$75

CBR Member Sentrilock Office Transfer Fee \$50

CBR Member Lockbox Deposit \$100

Non -CBR Member Sentrilock Initial Set up Fee \$100

NON-CBR Member Sentrilock Office Transfer Fee \$75

NON-CBR Member Lockbox Deposit \$130

(*CBR= Casper Board of REALTORS)

OTHER: _____

TOTAL PAYMENT AMOUNT: \$ _____

PAYMENT TYPE :

Cash

Check # _____

Credit Card

Credit Card Information:

Visa

Mastercard

Cardholder Name: _____

Credit Card Number: _____

Exp. Date: _____

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

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 _____