



and the Multiple Listing Service

Membership Requirements, Definitions & Procedures

For Primary/Secondary Board Membership as well as MLS Services

NOTE: As per our Bylaws, if you have joined an office that is already a member of our Board and/or MLS you, as an agent of that office, are in turn required to join the Board and/or the MLS upon your license being issued.

Board/MLS Participation Requirements & Information (please initial and return with completed application):

The Designated REALTOR® (Brokers):

- _____ Initial
- ✓ must hold a current, valid Wyoming Real Estate Broker's license or Appraisers license, are sole proprietors, partners or corporate officers or branch office managers,
 - ✓ are engaged actively in the real estate profession, including buying, selling, exchanging, renting or leasing, managing, appraising for others for compensation, counseling, building, developing, or subdividing real estate,
 - ✓ and who maintain or are associated with an established real estate or appraisal office in the State of Wyoming or a State contiguous thereto,
 - ✓ and who shall be responsible for all duties and obligations of Membership including the obligation to arbitrate pursuant to Article 17 of the Code of Ethics and the payment of Board dues.

Participants (Agents):

- _____ Initial
- ✓ Individuals who hold a current, valid Wyoming Real Estate Salesmen license or certified appraiser who engaged in the real estate profession other than sole proprietors or corporate officers, or as individuals in positions of management control (in other words anyone who is NOT the Designated Participant such as agents, licensed assistants, appraiser trainees and additional appraisers in the same office)
 - ✓ and are associated with a Designated REALTOR® Member already established with NEWRA.
 - ✓ and meet the qualifications set out in Article V of the Bylaws.

Membership Type:

- _____ Initial
- ✓ **Primary Membership:** Choose this option if this is the only Board of REALTORS® you hold membership with within the State of Wyoming.
 - ✓ **Secondary Membership:** Choose this option if you are already a Primary Member of a Board of REALTORS® in Wyoming or a contiguous state, but would also like to participate in our Board as well. This option will give you board voting privileges and access to Form Simplicity.
 - ✓ **MLS Only Participant:** There is a separate application for MLS Only Participation. You will want to use the MLS Only Participant application if you are already a Primary Member of a Board of REALTORS® in Wyoming or a contiguous state and want MLS services ONLY. There are NO voting privileges with this option and NO access to the Form Simplicity / ZipLogic Forms.

Application:

- _____ Initial
- ✓ **New Offices:** Complete and return the Membership Application(s) for the Designated Broker and all licensees affiliated with the Designated Broker.
 - ✓ **New Agents:** Complete the application and ask your Broker to sign where needed. After verification of information and review and approval from the Membership Chairman, membership shall be processed as quickly as possible.

Membership Fees:

- _____ Initial
- ✓ You will need to submit **two (2)** separate checks for dues at the time you submit your application. One should be made out the NEWRA and the other to the NEWRA-MLS.
 - ✓ Please see the **New Member Dues & Assessments** chart which contains a breakdown of fees & dues.

**** NEW OFFICES ONLY (If you are not the Broker, please skip to the Membership Application) ****

New Office Applicant Information

Company information:

Sole Proprietor Partnership Corporation LLC (Limited Liability Company)

Other, specify: _____

Office Name: _____ Broker: _____

Office Mailing Address: _____ Office Physical Address: _____

Number of Licensees in office: _____

Please list the Names of all Licensees in your office (this includes all licensed assistants as well):

Have this 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:

Is the Office Address, as stated above, your principal place of business? Yes No

If not, or if you have any branch offices, please indicate and give address:

Do you hold, or have you ever held, a real estate license in any other state? Yes No

If so, where: _____

Has your firm been found in violation of state real estate licensing regulations within the last three years? Yes No

If yes, provide details: _____

Has this firm been convicted, adjudged, or otherwise recorded as guilty by a final judgment of any court of competent jurisdiction of a felony or other crime? Yes

No

If yes, provide details: _____

Membership Application

ALL MEMBERS IN THE OFFICE MUST FILL OUT THIS FORM
Please print ALL information as you would like it to appear in our member systems.

Type of Membership: I would like to join NEWRA as a: Primary Member Secondary Member (see page 1 for definitions)

Designation: Designated Broker/Owner Agent (Salesman) Appraiser

Specialty: Residential Commercial Farm/Ranch Property Mgmt. Appraisal Other: _____

Personal Information:

Mr. Mrs. Ms.

Name: _____ Nickname: _____ DOB: _____

Mailing & Residential Address: _____ City/State: _____ Zip _____

Cell Phone: _____ E-mail Address: _____

Preferred Mailing: [] Home [] Office Preferred Phone: [] Cell [] Office: _____

May we (Local, State & National Associations) communicate with you via text message? [] Yes [] No


Office Name: _____ Broker: _____

How long at current real estate firm? _____ Number of years engaged in the real estate? _____

Languages spoken: _____


Licensing Information:

License #: _____ State of Licensure: _____

 Do you hold, or have you ever held, a real estate license in any other state? [] Yes [] No

If so, in what state(s)? _____


Applicant Information & Acknowledgements:

 Are you presently/previously a member of any other Association of REALTORS®? [] Yes [] No

If yes, name of Association and member type: _____

Please indicate your NAR membership #: _____


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

 Do you acknowledge that your use of the REALTOR® trademarks must comply with the National [] Yes [] No


Association's trademark rules?¹

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


If so, please explain the basis for each such refusal on a separate page.

 Do you have any record of civil judgements imposed within the past 7 years involving civil rights laws, [] Yes [] No

real estate licenses laws, or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities? Please provide details on a separate page.

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

Please provide details on a separate page.

 Have you been found in violation of the Code of Ethics or other membership duties in the past 3 years? [] Yes [] No

Please provide details on a separate page.

 Are there any pending ethics complaints against you? [] Yes [] No


Please provide details on a separate page.

 Do you have any unsatisfied discipline pending? [] Yes [] No

Please provide details on a separate page.

 Are you a party to pending arbitration request? [] Yes [] No

Please provide details on a separate page.

 Do you have any unpaid arbitration awards or unpaid financial obligations to another association [] Yes [] No

and/or MLS? If so, please provide details on a separate page.

Acknowledgement:

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. I further agree that, if accepted for membership in the Association, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the Association of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

By signing below, I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) 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: _____

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)

Billing Policies

MLS Participation Application



and the Multiple Listing Service

○ Primary MLS Membership: Please initial and return with packet.

_____ Must hold a current, valid Wyoming Real Estate Broker or Salesman License.

_____ Designated Broker must be an active NEWRA MLS Participant for additional agents to participate.

○ Secondary MLS Members: Please initial and return with packet.

_____ Must hold a current, valid Wyoming Real Estate Broker or Salesman License.

_____ Must be a primary member of a Board of REALTORS in the state of Wyoming or contiguous state.

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

_____ As per the NEWRA Bylaws and MLS Rules & Regulations, all members holding a Wyoming license under the Designated Broker to sell in the state of Wyoming are required to join as well.

Additional documentation required for Secondary Members Only:

A letter of good standing from your primary REALTOR® Association and their MLS and any other Boards/MLS's in which you are affiliated.

A copy of your real estate license or appraiser certification from all states where licensing is active. Must be licensed/certified in Wyoming to receive services.

MLS Participation Agreement, MLS Membership Application.

Payment for all applicable fees (see price sheet). We accept checks, debit and credit cards.

This packet does not contain the forms needed to apply for a **MLS Only Participation** with the NEWRA - MLS. Please go to newrealtoralliance.com for the correct form or contact our office at (307) 682-2789.

Email completed forms to newra@vcn.com.

All information must be verified before services are activated. Provisional membership does NOT go into effect until approved by the AEO and Membership Chairman. Please allow up to 3 business days for processing. Applications are not processed after 4:00 p.m. All forms must be filled out and returned with your application along with any additional documentation listed above. For any questions regarding this Participation Packet or the process of joining, contact our office at (307) 682-2789.



and the Multiple Listing Service

MLS Participation Agreement

I, _____ Designated REALTOR®/Broker Salesman (Participant)

from the real estate firm of _____, (Firm) request participation in the Northeast Wyoming REALTOR® Alliance - Multiple Listing Service.

In requesting participation, I understand that both the Firm and the Designated REALTOR®/ Broker will be responsible for all fees assessed to Participant, and any user fees which are due and payable for individual services rendered. I understand, the Designated REALTOR®/ Broker, is responsible for all licensees in the office and the licensees that access the MLS system through participation. It is also understood that The Firm is jointly and severally liable for all service fees incurred by the Firm and/or by said licensees.

Participant and Firm agree to indemnify and hold the MLS harmless from all claims and liability relating to Participant and Firm's use of the MLS system and services.

As a Participant, I agree to abide by the NAR Code of Ethics, NEWRA Bylaws and MLS Rules & Regulations. Additionally, I understand that the information obtained from MLS is confidential proprietary market information which is available only to Participants of the MLS. I agree that I will only provide access to or information from the MLS in accordance with the NEWRA Bylaws and MLS Rules & Regulations. Violation of this provision is a violation of the NEWRA Bylaws and MLS Rules & Regulations, and is subject to a fine or any other sanction provided for in the NEWRA Bylaws and MLS Rules & Regulations.

All data and photos submitted to the MLS becomes the property of the Northeast Wyoming REALTOR® Alliance - Multiple Listing Service. However, this does not restrict a Participants ability to use the data. Further, Participant acknowledges that all data available to Participant through the MLS service and system is provided "as is" and neither MLS nor its data supplier makes any warranties, express or implied, as to its merchantability or fitness for a particular purpose. As a Participant, I agree to utilize all data received by the MLS in accordance with the MLS Rules and Regulations. Participant is hereby notified that all data obtained from the MLS Computer System is federally copyrighted. Providing MLS information to unauthorized recipients may be a copyright violation. Any violation of said copyright will be prosecuted to the fullest extent of the law.

The Designated REALTOR®/Broker, authorizes all Wyoming licensees in the office to have access to the MLS computer system through the office or their own personal computer equipment. I hereby authorize the MLS to work with any approved 3rd Party Vendor on my and my agent's behalf as agreed to in the Third-Party Access Agreement.

This Participation Agreement may be terminated upon written notice to the MLS and can be terminated by the MLS in accordance with NEWRA Bylaws and MLS Rules & Regulations. Upon termination, all active listings of agents will be transferred in the MLS computer system to the Designated REALTOR®/Broker. If the Designated REALTOR®/Broker terminates membership, all data obtained from the MLS must be immediately destroyed (except those records required to be kept by law) or holder of said data will be in violation of the federal copyright.

Due to the serious nature of this agreement, the Designated REALTOR®/Broker has agreed to review with each licensee in his/her office the potential consequences of a violation of the NAR Code of Ethics, NEWRA Bylaws and/or MLS Rules & Regulations, particularly as it relates to the unauthorized dissemination of MLS copyrighted information.

Designated REALTOR®/Broker or Salesman (Print)

Company Name (Print)

Broker Signature: _____

Date

Agent Signature: _____

Date

Accepted By: _____

Date

Northeast Wyoming REALTOR® Alliance –
Multiple Listing Service, Inc.



and the Multiple Listing Service

MLS Participation Application

(To be filled out all members applying for MLS Only Participation)

Designation: Designated Broker/Owner Agent (Salesman) Appraiser

Specialty: Residential Commercial Farm/Ranch Property Mgmt. Appraisal Other: _____

Name of Office: _____ Broker: _____

Personal Information:

Mr. Mrs. Ms.

Name: _____ R.E. License#: _____

Office Address: _____ City/State: _____ Zip _____

Phone: _____ Cell Phone: _____ E-mail Address: _____

Preferred Mailing: [] Home [] Office Preferred Phone: [] Home [] Office

SentriLock Pin:

* Please provide a 4 digit number that will be easy for you to remember (No number beginning with a 0 please): _____

FlexMLS Password:

* Please provide a 6-8 letter and number password that will be easy for you to remember: _____

If you are currently, or ever have been a REALTOR®, please state the location of Primary Board/Association Membership*

_____ NRDS#: _____

* Note: Designated REALTOR® must submit a letter indicating membership in good standing from the local Board/ Association of primary membership with this application.

Please allow three (3) business days from date of receipt by Northeast Wyoming REALTOR® Alliance ~ Multiple Listing Service, Inc. for processing of this application.

The Northeast Wyoming REALTOR® Alliance ~ Multiple Listing Service requires the Designated REALTOR® /Broker as well as each of his/her agents to complete and sign a MLS Participation Agreement, to be kept on file with NEWRA ~ Multiple Listing Service. Computer access, will not be granted until the above information is verified and a fully executed MLS Participation Agreement is on file.

I hereby apply for participation in the Northeast Wyoming REALTOR® Alliance ~ Multiple Listing Service. I will complete and return the MLS Rules & Regulations Quiz within 30 days of application. Failure to satisfy this requirement will result in termination of MLS access. Northeast Wyoming REALTOR® Alliance ~ Multiple Listing Service contain a no-refund policy regarding the payment of member dues and related fees. I agree to abide by the NEWRA~MLS Rules & Regulations, NEWRA and NAR Bylaws and Policies and the NAR Code of Ethics. I understand I have access to a copy of the NEWRA~MLS Rules & Regulation, NEWRA Bylaws and Policies and Code of Ethics through the FlexMLS Intranet. I certify that the information provided is true and correct.

Broker/Salesman Signature

Date



2018 New Member Dues & Assessments

Board of REALTORS® Fees:

All dues are prorated on a monthly basis. Please use the chart below to assess REALTOR® fees.
Please make your payment to **NEWRA** for fees in this section.

New Office One-Time Fee: \$100.00

	Jan.	Feb.	March	April	May	June	July	Aug	Sept	Oct.	Nov.	Dec.	Returning Members
National Dues (Prorated Monthly)	155.00	145.00	135.00	125.00	115.00	105.00	95.00	85.00	75.00	65.00	55.00	45.00	155.00
State WAR Dues (Prorated Monthly)	305.00	279.59	254.18	228.77	203.36	177.95	152.54	127.13	101.72	76.31	50.90	25.49	305.00
NEWRA Dues (Prorated)	300.00	275.00	250.00	225.00	200.00	175.00	150.00	125.00	100.00	75.00	50.00	25.00	300.00
WAR Application Fee	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	150.00
NEWRA Orientation Fee	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	-----
NEWRA Application Fee	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Total Dues	880.00	819.59	759.18	698.77	638.36	577.95	517.54	457.13	396.72	336.31	275.90	215.49	960.00

Multiple Listing Service (MLS) Fees:

Use the chart below to calculate monthly fees.
Please make your payment to **NEWRA MLS** for fees in this section.

MLS Fees:	
Please make the following payment to the NEWRA MLS :	
New MLS Office One-Time Fee:	\$250.00
Designated Broker/Appraiser:	65.00 mo.
Agent/Appriaser/Appraiser Trainee:	45.00 mo.
SentriCard Purchase	10.00 per card
SentriCard Monthly Access Fee	6.50 mo.
SentriLock Lockboxes	95.00 per box

NEWRE Magazine Ad Fees:	
Billed to your Broker monthly	
Photo Ads: Residential, Commercial, Income Producing	\$14 each
Farm, Residential & Commercial Lot Ads	\$14 each
Residential & Commercial Lot Listings (line ads)	\$5 ea.
Offices that do not want to list properties OR publish less than 75% of office listings in the magazine (not including lots):	Yearly: \$100.00 Monthly: \$14.00 per agent

Other Fees that may apply:

- Agent Transfer Fee:** \$25.00 per transfer
 * Agents planning to transfer to a new office must fill out the transfer form and return it to the board office with the \$25 fee. Form must be filled out and signed by the agent and new broker. All listings must be removed from the agent before transfer can be completed.
- Broker Neglegence Fee:** \$50.00 per agent/per day
 * As per our bylaws, Brokers will be given 7 business days from the time a new agent license is activated (as per the WREC) to send the new agent to the board office to get signed up for services.

**** If you have any questions concerning dues, please contact the Alliance office at 307-682-2789. ****



and the Multiple Listing Service

CREDIT CARD AUTHORIZATION



Please return to:

**Northeast Wyoming REALTOR®
Alliance 1901 Energy Court, Ste 155,
Gillette, WY 82718
Email: 307-682-2789**

Name as printed on the card: _____

Please Select Card Type: Visa MasterCard

Card No.: _____ / _____ / _____ Expiration Date: _____

Card 3-Digit Code: _____ Card Billing Zip Code: _____

Amount: \$ _____

Signature: _____ Date: _____