



APPLICATION FOR REALTOR® MEMBERSHIP

I hereby apply for REALTOR® Membership in the Central Wisconsin Board of REALTORS®.

Application Fees and Dues: Enclosed is payment in the amount of \$_____ which includes \$216.00 for my one time application fee and for my prorated membership dues payable directly to the Central Wisconsin Board of REALTORS®. I understand that my dues will be returned to me in the event of non-election and that the application fee is nonrefundable.

Qualification for Membership: I will attend orientation within 6 months of the Central Wisconsin Board of Realtors confirming my membership. Failure to meet this requirement may result in having my membership terminated. If elected to membership, I agree to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, which includes the duty to arbitrate (or to mediate if required by the association) and the Constitution, Bylaws and Rules and Regulations of the above named Board, the Wisconsin REALTORS® Association and the National Association. Further, if required, I agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. I also understand membership brings certain privileges and obligations that require compliance. Membership is final only upon approval by the Board of Directors and may be revoked should completion of any membership requirement(s), such as orientation, not be completed within the timeframe established in the association’s bylaws. I further understand that I will be required to complete periodic Code of Ethics training as specified in the association’s bylaws as a continued condition of membership.

***NOTE:** Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Association or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant’s certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.*

I hereby submit the following information for consideration of my application. (If additional detail is needed, please include separate documentation.)

PERSONAL 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:		Zip:	
Home Phone:			Cell Phone:		
Fax:					
Primary E-mail:			Secondary E-mail:		
Broker or Salesperson’s License #					
State of Licensure:			Appraisal License #		

COMPANY INFORMATION:			
Office Name:			
Office Address:			
Office Phone:		Fax:	
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:			

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:	<input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Office Mail Alternate <input type="checkbox"/> Member Mail Alternate		
Mail Publications to:	<input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Office Mail Alternate <input type="checkbox"/> Member Mail Alternate		
Office Mailing:			
Address:			
City:		State:	Zip:
Member Mailing:			
Address:			
City:		State:	Zip:

APPLICANT INFORMATION:	
Are you currently a member of any other Association of REALTORS®? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, name of Association	
Type of membership held:	
Have you previously held membership in any other Association of REALTORS®? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, name of Association	
Type of membership held:	

Do you have any unsatisfied discipline pending for violation of the Code of Ethics? ¹ <input type="checkbox"/> Yes <input type="checkbox"/> 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: _____				
<input type="checkbox"/> <input type="checkbox"/>				
If yes, state the basis for each such refusal and detail the circumstances related thereto:				
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: _____
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: _____				
Have you been found in violation of state real estate licensing regulations, civil rights laws or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three (3) years? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, provide details: _____				
Within the last ten years, have you been: 1) convicted of a crime punishable by death or imprisonment in excess of one year or 2) been released from confinement imposed for that conviction? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, provide details: _____				

¹ 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)

Additional Optional Applicant Information to be completed and considered only if the Association has adopted Section 2(c) from Article V of the NAR Model Bylaws.

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? Yes No

If yes, provide details.

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Are there pending ethics complaints against you? Yes No

If yes, provide details.

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Do you have any unsatisfied discipline pending ? Yes No

If yes, provide details.

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Are you a party to pending arbitration request? Yes No

If yes, provide details.

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Do you have any unpaid arbitration awards or unpaid financial obligations to another association of REALTORS® or an Association MLS? Yes No

If yes, provide details.

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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: _____

ROSTER CHANGE FORM

EFFECTIVE DATE: _____
mm/dd/yyyy

OFFICE NAME: _____

ROSTER ADDITIONS: When listing additions to your roster please note the TYPE of addition they are: REALTOR, Office Staff (access to all office listings for maintenance), or Agent Assistant (works with individual agent(s) and does not have access to the full roster of listings for the office). If Agent Assistant, please note the Agent(s) the new addition will be assisting. CWMLS DOES NOT BILL OFFICES FOR OFFICE STAFF OR AGENT ASSISTANTS.

ADDITIONS:

NAME: _____

EMAIL: _____

PHONE: _____

TYPE (Circle One) Designated REALTOR

REALTOR

Office Staff

Agent Assistant

Agent Name: (For Agent Assitant Only)

ROSTER DELETIONS: All MLS users must be dropped from your roster if they are no longer working in your office. This includes Office Staff and Agent Assistants. *Please note: REALTORS removed from the MLS roster will have their CWBR membership suspended and Supra Keys deactivated. REALTORS must contact SUPRA if they have an eKey to discontinue billing. XpressKeys must be returned to the CWBR office before future billing can be cancelled. All lockboxes must be left with the Designated REALTOR.

DELETION:

NAME: _____

Is this person going to another office?

Yes

No

DESIGNATED REALTOR SIGNATURE

(Required for all additions and deletions)

DATE: _____

mm/dd/yyyy

AGENT DATA WORKSHEET

PARAGON

ALL MLS USERS MUST COMPLETE THIS FORM AND MUST HAVE THEIR OWN LOGIN AND PASSWORD. SHARING LOGINS AND PASSWORDS FOR PARAGON IS STRICTLY PROHIBITED AND IS FINEABLE UP TO \$15,000.

USER LOGIN/ID: _____

(Can be alpha numeric up to 15 characters - lower case only – no special characters)

PASSWORD INFORMATION: Once you are set up in Paragon, you will receive an email with a temporary password. Click on the link in that email and use your User LOGIN/ID from above and the temporary password from the email to log in to the system and change the password to something that you will remember. Please use letters and numbers only and keep in lower case.

NAME: _____ **EMAIL ADDRESS:** _____

HOME ADDRESS: _____ **CITY:** _____

STATE: _____ **ZIP CODE:** _____

PHONE NUMBER: _____ **OFFICE NAME:** _____

USER TYPE (Circle One)

DESIGNATED REALTOR

REALTOR

OFFICE STAFF

OFFICE ASSISTANT

CENTRAL WISCONSIN MULTIPLE LISTING SERVICE INC.

Rules & Regulations
Designated REALTOR Certification of Completion of Test

DR/COMPANY INFORMATION

This section is to be completed by the Designated REALTOR®.

DESIGNATED REALTOR® NAME: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OFFICE PHONE: _____ OFFICE FAX: _____

EMAIL ADDRESS: _____

DESIGNATED REALTOR® SIGNATURE: _____

New MLS User Information

This section is to be completed by the REALTOR® Applicant.

NAME: _____

Submission date of MLS application: _____

Date of Rules & Regulation Exam: _____

IMPORTANT: Please fax (715-693-7326) or email (cwmls@cwbr.org) completed and graded exam and this form to the MLS. New members will not be added to the MLS until this completed and graded test and certification are received.

MLS RULES & REGULATIONS QUIZ

Name _____ Date _____

Short Answer Section Sections 1 – 6

1) Listings, after necessary seller signatures are obtained, shall be delivered to the MLS within ____ days, not including the day of the listing.

2) The days are computed from the date of the signature or date of listing inception which ever is the later. A “day” is measured by: **business days / calendar days**.

CIRCLE THE CORRECT ANSWER.

3) The type of listing that is most conventional for the MLS service to receive is called _____.

4) In this type of listing, the seller authorizes the listing broker to _____ with and to _____ other brokers.

5) If the form of listings submitted to the service is an Exclusive Right to Sell with prospect reservations, the fact shall be noted as a “Y” in the EXC? Field. If the listing submitted to the service is an Exclusive Agency where the seller reserves the right to sell the property on their own, then this fact shall be noted as a _____ in the _____ Field.

6) The data form shall be: **completed in every detail / filled in to the best of the agent’s ability**.

CIRCLE THE CORRECT ANSWER.

7) If the seller refuses to permit the listing to be disseminated by the MLS then the listing broker must do the following:

a. Still _____ the listing with the service even though it will not be disseminated.

b. Have _____ from the seller stating their wishes to not have the listing disseminated to the MLS.

8) Changes in the listing shall be done via Broker load with verification of that change provided to the MLS staff within _____ days and be _____ by the seller in _____.

9) Once a listing is in the MLS it **may / may not** be withdrawn prior to its expiration date provided notice is filed with CWMLS. CIRCLE CORRECT ANSWER.

10) Any extension or renewal form submitted to the service must be accompanied by a/an _____ to the listing contract form and it must be signed by the seller(s).

11) Properties that are “ineligible listings” and may not be filed with the service are:

1. _____
2. _____

12) The selling agent must make all appointments through the _____. An exception to this would be if after reasonable effort the cooperating broker cannot contact the _____ or a representative from their company, however, the listing broker may _____ if done so in writing.

13) All offers must be presented to the seller within **24 hours / as soon as possible**.

CIRCLE THE CORRECT ANSWER.

14) The cooperating broker **may / may not** be involved with the discussion or evaluation of an offer with the seller. **CIRCLE THE CORRECT ANSWER.**

15) _____ name and status changes, including final closing of sales and sale price shall be reported to the CWMLS by the listing broker within _____ business days after they have occurred.

16) Only the _____ broker may advertise the properties in the MLS.

17) Who is allowed to place “For Sale” and “Sold” signs on the property?

listing broker / cooperating broker / listing broker or cooperating broker

CIRCLE THE CORRECT ANSWER.

18) A cooperating broker may not solicit the seller of a listing filed with the MLS in most cases. Exceptions to this must be consistent with Article _____ of the REALTOR® Code of Ethics.

19) Any listing filed with the MLS by the listing broker shall specify the _____ to the cooperating broker.

20) Any licensee or participant who has an interest in a property being submitted to the MLS for dissemination must _____ that interest so others will be aware of that fact.

21) Cooperating brokers must be notified by the listing broker if a _____ or variable rate commission arrangement exists with a seller where the commission the seller agreed to pay is affected by whether or not a cooperating broker is involved with the sale.

TRUE/FALSE SECTION

Sections 7-15

T ____ F ____ 1. Failure to pay service fees within 30 days of due date will result in immediate suspension from the service.

- T___F___ 2. Complaints of unethical conduct will be referred to the Board of REALTORS® for professional standards action.
- T___F___ 3. Violations of MLS Rules & Regulations could result in a fine up to \$500 or expulsion from the service.
- T___F___ 4. Information provided to the service by members will be verified by the service prior to publication.
- T___F___ 5. Board of REALTOR® members that do not belong to the MLS are entitled to receive current listing information generated by the service.
- T___F___ 6. Agents wishing to provide a prospective purchaser with an Information Data Sheet must first obtain permission of the listing broker.
- T___F___ 7. MLS statistical information may be used by any participant* in the public mass media advertising.
- T___F___ 8. Changes in MLS Rules & Regulations must be approved by the Directors of the Central Wisconsin Board of REALTORS®.
- T___F___ 9. Listing photos are automatically copyrighted to the person that owns the photos and cannot be transferred to another Participants listing of the same property
- T___F___ 10. A Participant may self-promote by saying in the remarks section of a listing entered into CWMLS "Call Realtor® Joe Smith for a private showing"
- T___F___ 11. A Participants logos/for sale signs are not permitted in the listing photos or virtual tours on CWMLS.
- T___F___ 12. A listing may only be entered into one class. Multiple listings of the same property in different classes are prohibited.
- T___F___ 13. Sharing login and passwords to the MLS system will result in a fine of up to \$15,000.
- T___F___ 14. Sharing a Supra key with anyone else is a violation and will result in a fine.

* "Participant" as referenced to in Rules & Regulations.