



# Wyoming Multiple Listing Service

951 Werner Ct., Suite 290  
Casper, WY 82601  
Phone (307) 237-1670  
Fax (307) 235-0018  
Email: [cmls@tribcsp.com](mailto:cmls@tribcsp.com)  
[www.wyomingmls.com](http://www.wyomingmls.com)

**Subscriber Membership**  
**Application Packet**

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: 1<sup>st</sup> Replacement: \$150, 2<sup>nd</sup> - \$225,  
3<sup>rd</sup> 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: 1<sup>st</sup> Replacement - \$200, 2<sup>nd</sup> - \$300,  
3<sup>rd</sup> 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***

Wyoming Multiple Listing Service  
of the Casper Board of REALTORS®

**MEMBERSHIP REQUIREMENTS & PROCEDURES**

**TERMS USED HEREIN:**

- **Participant:** Responsible Broker of office or Certified Appraiser. *The Responsible Broker may designate another REALTOR® principal to represent said office as the "Participant".*
- **Subscriber:** Everyone else! Non-principal brokers, sales associates, unlicensed clerical staff, personal assistants, appraiser trainees
- **Service:** Wyoming MLS

**PARTICIPANT RESPONSIBILITIES:**

- The Participant **MUST** join the Wyoming MLS in order for any Subscribers to have membership.
- The Participant is responsible for all dues and fees. The MLS WILL NOT accept payment from individuals.
- The Participant will be **ACCESSED MONTHLY MLS FEES FOR ALL LICENSEES IN THE OFFICE** REGARDLESS IF THEY CHOOSE TO apply for membership in the MLS.

**MEMBERSHIP:**

- Must have a current, valid Wyoming real estate broker's license and are capable of accepting and offering compensation to and from other Participants or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property.
- Must hold active REALTOR® membership in an Association of REALTORS®.
- According to the Rules and Regulation of the Wyoming Multiple Listing Service, a Recurring Participation Fee will be assessed to the Participant as follows:

The recurring participation fee of each Broker Participant shall be an amount times the total number of Participants plus the number of salespersons who have access to and use of the Service, whether licensed as a broker, sales licensee, or licensed or certified appraiser who is employed by or affiliated as an independent contractor with such Participant. Payment of such fees shall be made on or before the last day of the month previous to the month being billed for.

**MEMBERSHIP PROCESS:**

1. Complete and return the Membership Applications to the Wyoming MLS.
2. License and REALTOR® membership will be verified.
3. When verified, the Participant and/or Subscriber will receive via email their Login ID and Password and a "Getting Started Guide" for the MLS system. A "New Office or New Member Handbook" will be sent in the mail.

## 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: \_\_\_/\_\_\_/\_\_\_\_\_

**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