



# Wyoming Multiple Listing Service

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

# WYOMING MLS SERVICES & BENEFITS OVERVIEW

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## *MLS SYSTEM*

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PARAGON5: PARAGON 5 IS OUR WEB-BASED PROGRAM FOR MLS LISTINGS

PARAGON OFFERS THESE FUNCTIONS AND MORE...

- ACCESS LISTINGS 24 HOURS A DAY, SEVEN DAYS A WEEK
- ADD LISTINGS TO THE DATABASE FOR IMMEDIATE EXPOSURE IN THE MARKETPLACE
- TAILOR PROPERTY SEARCHES TO EACH CLIENT
- LINK DIGITAL MEDIA (PHOTOS, VIRTUAL TOURS, AND PDF DOCUMENTS) TO PROPERTY LISTINGS
- GENERATE COMPARATIVE MARKET ANALYSIS (CMA)
- STAY CONNECTED WITH CLIENTS THROUGH COLLABORATION CENTER, A UNIQUE WEB SITE PERSONALIZED FOR EACH PROSPECT THAT ALLOWS AGENTS AND CLIENTS TO VIEW NEW OR UPDATED LISTINGS OF INTEREST

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## *MEMBER BENEFITS*

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- MOBILE MLS
- SENTRILOCK SERVICES
- SHOWINGTIME FOR THE MLS
- IDX SMART FRAMING
- RETS COMPLIANT
- VOW COMPLIANT
- MLS PUBLIC WEBSITE – [WWW.WYOMINGMLS.COM](http://WWW.WYOMINGMLS.COM)
- NAR'S REALTORS PROPERTY RESOURCE (RPR)
- INTEGRATION AND SSO OF FORM SIMPLICITY AND ZIPLOGIX

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## *TRAINING & SUPPORT:*

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- ONLINE PARAGON TRAINING VIDEOS
- ONLINE PARAGON TRAINING WEBINARS
- ONLINE RECORDED WEBINARS
- LIVE TECHNICAL SUPPORT FOR USERS 7 DAYS A WEEK
- WYOMING MLS STAFF MON-FRI 8-5

**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

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

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 a real estate office or a Certified Appraiser. The Responsible Broker may designate another REALTOR® principal to represent said office as the “Participant”
- **Subscriber:** Non-principal brokers, sales associates, unlicensed clerical staff, personal assistants, appraiser trainees

**PARTICIPANT RESPONSIBILITIES:**

- The Participant **MUST** join the Wyoming MLS in order for any Subscribers to hold membership
- The Participant is responsible for all dues and fees. The MLS WILL NOT accept payment from individual Subscribers
- Monthly Recurring Participation Fee: The recurring participation fee of each Participant shall be an amount times the total number of the Participant and the number of licensees who have access to and use of the Service. Monthly invoices are mailed Participant. Payment of fees are due the last day of the month previous to the month being billed for. Recurring credit card payment and prepay options are available as payment options

The option of a no-cost MLS Subscription Waiver is available to Designated Broker (Participant) for any licensee who can demonstrate subscription to a different MLS where the Designated Broker (Participant) participates

**MEMBERSHIP REQUIREMENTS:**

- Must have a current, valid Wyoming real estate 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®

**MEMBERSHIP PROCESS:**

- Complete and return the Membership Applications to the Wyoming MLS
- License and REALTOR® membership will be verified
- When verified and application is complete, the Participant/Subscriber will receive their Login ID and Password and a Getting Started Guide for the MLS system via email within one business day. A complete New Member Handbook is 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**

The Wyoming Multiple Listing Service Rules and Regulations states:

*“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 8 (eight) 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.*

*Participants and subscribers may be required, at the discretion of the MLS, to complete additional training of not more than four (4) classroom hours in any twelve (12) month period when deemed necessary by the MLS to familiarize participants and subscribers with system changes or enhancements and/or changes to MLS rules or policies. Participants and subscribers must be given the opportunity to complete any mandated orientation and additional training remotely.”*

The Wyoming MLS offers a classroom MLS orientation once a month. Orientation is held at the 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.

For members who waive the orientation we offer numerous training opportunities through the Paragon MLS Connect Help site and a “Paragon Online Academy” orientation program.

**Date:** \_\_\_\_\_

I have read and agree to the terms stated above and wish to waive the required Wyoming MLS Orientation for the following individual(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of MLS Participant

\_\_\_\_\_  
Office

\_\_\_\_\_  
Signature of MLS Participant

**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	(new member only)
_____ Non- Casper Board of REALTOR® Member	Initial Set Up Fee	\$100.00	(new member only)

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 said fee 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. If applicant is active and transferring from one office to another there is no fee required.

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: \_\_\_\_\_



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**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 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: \_\_\_\_\_