Wyoming Multiple Listing Service

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

Participant Membership Application Packet

Things to know when joining the Wyoming MLS as a NEW Office

1) There is an Initial Office Participation fee of **$1250.00.** This fee must be paid at the time of application.
(Office Re-Activation Fee is $625.00 if rejoining within 36 months of initial office participation)

2) Designated Broker (Participant) must have an active real estate or appraiser license and be an active REALTOR member of a Board/Association of REALTORS®

3) Monthly Recurring Participation Fee: The recurring participation fee of each Designated Broker (Participant) shall be an amount times the total number of the Designated Broker (Participant) and the number of licensees who have access to and use of the Service. Monthly invoices are mailed to the Designated Broker (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.

4) Complete and send back to the Wyoming MLS the Wyoming MLS membership application forms. These forms **do not** get sent to the Wyoming Realtors (State Association) or the Wyoming Real Estate Commission; all three are separate entities.

5) Applications are processed within 1 working day of receipt.

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 RESPONSIBILITES:

- 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

Membership Application can be made using the applications or by going online at

www.wyomingmls.com/membership

MEMBERSHIP FEES and SERVICES

INITIAL MEMBERSHIP FEES

This section outlines the initial fees required for participation and membership application. These fees are applicable to new offices and individuals seeking to join as participants or subscribers.

- Initial Office Participation Fee **$1250.00**
- Office Re-Activation Fee **$625.00**
  (If an office rejoins within 36 months of deactivation, the re-activation fee applies)
- One-time Membership Application Fee **$100.00** For a New Participant or Subscriber)

MONTHLY ACCESS MLS FEE **$31.00/per member/month**

Includes:

- Unlimited database usage
- Unlimited listings and listing changes
- Technical Support
- Benefits and services of the MLS

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**
SentriGuard Lockbox:	$110.00 Deposit
Initial Set Up Fee:	$100.00

NON-Casper Board of REALTOR® Board Members

SENTRILOCK Basic Service & Professional Technical Support	**$26.00/month**
SentriGuard Lockbox:	$130.00 Deposit
Initial Set Up Fee:	$100.00

FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE
1/1/2026

Participant Membership Application

Type of Membership:

- ☐ **New Office Participant ***
- ☐ **New Office MLS-Only Participant ****

Office Information:

Company: _____

Physical Address: _____

City:_____ State:_____ Zip:_____

Mailing Address:_____

City:_____ State:_____ Zip:_____

Phone: _____ Fax:_____

Email:_____ Website:_____

Participant Information:

Name:_____

Real Estate License #: _____

REALTOR MEMBERSHIP ASSOCIATION/BOARD_____

NRDS #: _____

Physical Address: _____

City:_____ State:_____ Zip:_____

Mailing Address:_____

City:_____ State:_____ Zip:_____

Home Phone: _____

Cell phone:_____

Preferred Phone: ☐ Office ☐ Cell ☐ Other: _____

Preferred mailing address: ☐ Office ☐ Home ☐ Other: _____

Email Address: _____

Please sign giving the Wyoming MLS permission to send important communication regarding the MLS to your email address: Signature: _____

Website : _____

1. I agree to abide by the terms and conditions of the Wyoming Multiple Listing Service Rules and Regulations and to fulfill all my obligations thereunder. I agree that in the event of a conflict between the provisions of this Application and the Bylaws or Rules & Regulations of the Service, it shall be the provisions of the Bylaws and Rules & Regulations, as may be amended from time to time, that shall take precedence over the provisions of this agreement. I understand Membership is personal and cannot be sold, leased, transferred, bequeathed or assigned.

2. I have received and read the Subscriber Membership Application and I will require all of my Agents to execute a Subscriber Membership Application prior to conferring any benefits of my Membership in the Service to him or her. I agree I am primarily responsible for and guarantee the performance by each of my Agents of each and every obligation under the Subscriber Membership Application. I will not share with or allow the use by any person who has not executed a Subscriber Membership Application, any of the benefits of my Membership in the Service, including, but not limited to, access to the Service's computer systems, data and lockbox system.

3. I acknowledge that by participating in the Wyoming MLS, I am obligated to arbitrate disputes submitted by other MLS Participants and Subscribers and agree to abide by the decision.

4. I will not discuss publicly and disciplinary proceedings, grievances or controversies that may develop between the Service and its Participants.

5. I agree to comply with the Service's Billing Policy which may subsequently be amended by the Board of Directors.

6. **Term.** The term of this Agreement shall commence as soon as member has executed and returned this Application to the Service, paid all fees that are due and Wyoming MLS has accepted this Application. This agreement shall continue in full force and effect until such time as member is no longer eligible to receive the Services or until such times as membership or access has been terminated in accordance with the Wyoming MLS Bylaws. Member understands that, upon termination of this agreement, his/her MLS username and password will no longer be valid and he/she will not be able to access or use the Service.

7. **Limitation of Liability.** The Wyoming MLS shall have no liability for inaccuracies in data input into the system. Participant understands and affirms that the Wyoming MLS has no control over the operation of the system or member's ability to gain access to the internet. Accordingly, Participant hereby waives any and all claims which he/she has or may acquire against the Wyoming MLS with respect to any failure in the System, the operation of the System itself, Participant's ability to gain access to the internet for any reason, or activities relating to or the providing of products or Services pursuant to this Agreement. The Wyoming MLS makes no warranties, express or implied, including but not limited of the implied warranties of merchantability or fitness for a particular purpose. All information contained with the system are made to the Participant on an "as is, as available" basis and the Wyoming MLS does not guarantee the accuracy or completeness of any such data.

8. **Indemnity.** Participant agrees to indemnify, defend and hold harmless the Wyoming MLS and its respective officers, directors, agents and employees from any and all claims, demands, liabilities and costs, including attorney fees, arising from the failure of Participant to comply with any of Participant's

obligations or responsibilities set forth in this Agreement. Participant expressly waives releases and agrees to hold harmless the Wyoming MLS from and against actual damages, consequential damages and lost business and any other claim arising form Participant's use of the System. These indemnity and release agreements shall survive the termination of this Agreement.

I acknowledge that I have read and fully understand all of the terms and conditions set forth in this Participant Membership Application and I agree to abide by the terms and conditions of this agreement:

_____ _____

Participant Signature Date

*** Participant**: Any REALTOR® of this or any other Board who is a principal, partner, corporate officer, or branch office manager acting on behalf of a principal, without further qualification, except as otherwise stipulated in these bylaws, shall be eligible to participate in Multiple Listing upon agreeing in writing to conform to the rules and regulations thereof and to pay the costs incidental thereto. However, under no circumstances is any individual or firm, regardless membership status, entitled to Wyoming Multiple Listing Service "membership" or "participation" unless they hold a current, valid real estate broker's license in the State of Wyoming and is capable of accepting and offering compensation to and from other Participants or is licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property.

Use of information developed by or published by the Wyoming Multiple Listing Service s strictly limited to the activities authorized under a Participant's licensure(s) or certification and unauthorized uses are prohibited. Further, none of the foregoing is intended to convey "participation" or "membership" or any right of access to information developed by or published by the Wyoming Multiple Listing Service where access to such information is prohibited by law.

The REALTOR® principal of any firm, partnership, corporation, or the branch office manager designated by said firm, partnership, or corporation as the "Participant" shall have all rights, benefits, and privileges of the Service, and shall accept all obligations to the Service for the Participant's firm, partnership, or corporation, and for compliance with the bylaws and rules and regulations of the Service by all persons affiliated with the Participant who utilize the service. (Amended 4/98)

**** MLS-Only Participant:** Any REALTOR® (principal) or any firm comprised of REALTOR® (principals) who are member(s) of a Board other than the Casper Board of REALTORS. MLS Participatory rights shall be granted according to the following: "As cited in Part One: Key Definitions, Section 2. Definition of MLS Participant of the current NAR Handbook on Multiple Listing Policy: Under the "Board of Choice" policy, MLS participatory rights shall be available to any REALTOR® (principal) or any firm comprised of REALTOR® (principals) irrespective of where they hold primary membership subject only to their agreement to abide by any MLS rules or regulations; agreement to arbitrate disputes with other Participants; and payment of any MLS dues, fees, and charges. Participatory rights granted under Board of Choice do not confer voting privileges or eligibility for office as an MLS committee member, officer, or director.

The universal access to service component of Board of Choice is to be interpreted as requiring that MLS Participatory rights be available to REALTOR® principals, or to firms comprised of REALTOR® principals, irrespective of where primary or secondary membership is held. This does not preclude an MLS for assessing REALTORS® not holding primary or secondary membership locally fees, dues, or charges that exceed those or alternatively, that are less than those charged Participants holding such memberships locally or additional fees to offset actual expenses incurred in providing MLS services such as courier charges, long distance phone charges, etc., or for charging any Participant specific fees for optional additional services.

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

BILLING POLICY

- All Multiple Listing Service fees, dues, deposits and charges including, but not limited to initiation Participation fees, recurring participation fees, subscription fees, etc., shall be assessed only to the Participant. Payment of such fees may only by accepted from the Participant.

- All Multiple Listing Service fees and charges, excluding the recurring participation fee, are due 14 days from invoice date.

- For failure to pay any service charge or fee upon the date due, and provided that at least (10) ten days notice has been given, the Service shall be suspended until service charges and fees are paid in full. If the Participants service is suspended a reconnection fee will be as follows:

First Offense:	$ 50.00 fee
Second Offense:	$100.00 fee
Third Offense:	Further fines to be at the discretion of the WY MLS Board of Directors. Not to exceed $500 each concurrence within a twelve month period.

- Participants whose checks are returned "insufficient funds" will be assessed a $35.00 fee. If there is a second returned check within a 12 month period, the Participant will be assessed another $35.00 fee and the Participant will be on a cash or certified funds basis for one year beginning on the date of the returned check.

- Recurring Participation Fee: 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.
  MLSs must provide participants the option of a no-cost waiver of MLS fees, dues and charges for any licensee or licensed of certified appraiser who can demonstrate subscription to a different MLS where the principal broker participates. MLSs may, at their discretions, require recipients and their participants to sign a certification for nonuse of its MLS services, which can include penalties and termination of the waiver if violated. Multiple listing services that choose to include affiliated unlicensed administrative and clerical staff, personal assistants, and /or individuals seeking licensure or certification as real estate appraisers among those eligible for access to and use of MLS information as subscribers may, at their discretion, charge recurring fees.

Wyoming MLS
Internet Data eXchange

IDX or Internet Data Exchange is essentially rules and enabling technologies allowing MLS participants to give each other permission to display each others' listings on their web sites; each participant giving this permission also receives reciprocal permission from other participants. Only the listings of participants who have opted-in to IDX can be displayed on other participants' sites. Display is subject to the rules of the MLS(s).

IDX began with a policy from the National Association of REALTORS designed to allow brokers to post local MLS data framed within their own websites.

The purpose of IDX is to enable Participants with Internet sites to attract and maintain first contact with their customers. There are many benefits to IDX for both Participants and consumers according to the National Association of REALTORS. Explained functionally, IDX allows Participants to build a website with the ability to search MLS approved listings of all other Participants who consent to share the information. IDX does not refer to listings on Realtor.com. These aggregated sites list properties from thousands of MLS's and will continue to feature all active MLS listings.

USING IDX:

From a Participant's perspective, there are two levels of IDX:

Level 1: **Only including** listings in the "pool" that all participating firms can display on their websites

Level 2: **Actually** displaying other participants' listings on his/her own website.

The participant can permit other participants to display his/her listings, even if he/she does not have a website of his/her own. The converse is not true: a participant that withholds his/her listings from the "pool" is not permitted to display the listings of other participants. Once a Participant chooses how they will **"do"** IDX, they will need to choose how to implement it on their website.

Agents (Non-principal brokers and sales licensees) affiliated with IDX Participants may display information available through IDX on their own personal Web sites subject to their participant's consent and control.

Here are the two options the Wyoming MLS provides:

Option 1: The Wyoming MLS provides its members with an IDX Smart Framing Solution in Paragon at no additional cost to the member.

Option 2: Have a Third-Party computer consultant build the IDX site.

ACTIONS to take after you have chosen an option:

Option 1: Participant's or Agents who wish to use the Paragon IDX Smart Framing option provided in Paragon, can find the instructions in the Paragon MLS Documents>Internet Data Exchange

Option 2: Participants or Agents who have a third-party computer consultant build their IDX site, shall use the the "Participant Data Access Agreement". The Third-party consultant and Broker/Agent will sign and send to the Wyoming MLS. This agreement can be found in Paragon MLS Documents > Internet Data Exchange

The Participant or Agent is responsible for all costs incurred from the third-party computer consultant. There is no fee from the Wyoming MLS to the participant, agent or third party to provide the RETS data feed.

WYOMING MLS
INTERNET DATA EXCHANGE PROGRAM

Participant's Opting-In Form

This form permits you to opt in the Wyoming MLS Internet Data Exchange program. *This form must be filled out completely and signed by the Designated Broker for your office.*
There are no exceptions.

Once you have filled it out and signed it, fax, mail, or email to:

Wyoming Multiple Listing Service
951 Werner Ct., Suite 290
Casper, Wyoming 82601
Fax: (307) 235-0018
cmls@tribcsp.com

FIRM NAME: _____

DESIGNATED BROKER: _____

FIRM ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____

My office is participating in the Wyoming MLS Internet Data Exchange program. I understand that this means that other **Wyoming MLS Participants** will be permitted to display my listings on their web sites. I further understand that my firm will receive benefits under the Wyoming MLS IDX program. My firm is allowed to display the listings of other brokers in accordance with the Wyoming MLS Internet Data Exchange Policy & Rules & Regulations.

I am the Designated Broker for the MLS office above. I represent that I have authority to execute this form on behalf of my office.

SIGNATURE: _____

DATE: _____

Only fill out the next document,

Lockbox Access Lease Agreement,

if your office uses the Wyoming MLS Sentrilock Lockboxes and SentriKey Mobile app

Wyoming Multiple Listing Service
of the Casper Board of REALTORS®

Lockbox Access Lease Agreement

APPLICANT STATUS: _____New _____Transfer

APPLICANT TYPE: _____Participant (Responsible Broker)
_____Subscriber (Agent)
_____Appraiser

FEE:

_____Initial Set up Fee $100.00 For New Member

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 premised 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 Ct., Suite 290 Casper, WY 82601
Phone 307-237-1670 Fax 307-235-0018
Email mls@wyomingmls.com Website www.wyomingmls.com

Payment Form

Name: _____ Office: _____

Phone: _____ Email (optional): _____

CHOOSE ALL THAT APPLY:

OFFICE FEES (only for NEW offices joining the MLS)

☐ Initial Office Participation Fee $1250.00 ☐ Office Re-Activation Fee $625.00

MEMBER FEES

☐ One-time Membership Application Fee $100.00 (Broker or Agent new member)

☐ Monthly MLS Fee:(include invoice, amount, etc.) _____

MONTHLY MLS FEES:

☐ Pre-Pay MLS Fees: Monthly MLS Fees are invoiced directly to the Broker of each office and are the responsibility of that Broker. The MLS billing is done once a month and is for the upcoming month and invoices are mailed to each office. The entire invoice must be paid with one payment. If a Broker wants to pre-pay for a specified # of months it HAS to be for ALL agents in the office and paid at the same time. No monthly mls fee payment will be accepted from an individual agent within an office.

Amount and pre-payment details:_____

SENTRILOCK FEES

☐ CBR* Member Sentrilock Initial Set up Fee $100 ☐ CBR* Member Lockbox Deposit $110 x # _____

☐ Non -CBR* Member Sentrilock Initial Set up Fee $100 ☐ NON-CBR* Member Lockbox Deposit $130 x #_____

(*CBR= Casper Board of REALTORS)

OTHER FEES/CHARGES:

_____

_____

TOTAL PAYMENT AMOUNT: $_____

PAYMENT OPTIONS:

☐ **Online: Go to our website www.wyomingmls.com › For Members › Make a Payment**

☐ **Cash** ☐ **Check #**_____(mail check to Wyoming MLS, 951 Werner Ct., Suite 290 Casper, WY 82601)

☐ **Credit Card (if paying with this option return this form to mls@wyomingmls.com)**

☐ **Visa** ☐ **Mastercard** ☐ **American Express** ☐ **Discover**

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

Card Holder Signature: _____ Date:_____