



Wyoming Multiple Listing Service

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www.wyomingmls.com

Subscriber Membership
Application Packet

**Membership Application can be made
using the applications or by going
online at
www.wyomingmls.com/membership**

Wyoming Multiple Listing Service
of the Casper Board of REALTORS®

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

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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: ____/____/____

Only fill out the next
document,

**Lockbox Access Lease
Agreement,**

if your office uses the
Wyoming MLS Sentrilock
Lockboxes and SentiKey
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 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: _____

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: _____