

CENTRAL WISCONSIN MULTIPLE LISTING SERVICE

Dear Potential Participant:

Thank you for your interest in joining the Central Wisconsin Multiple Listing Service. Before you can become a member of the Central Wisconsin MLS you must have a Brokers license, and be a member of the Central Wisconsin Board of REALTORS® or any other board of REALTORS®.

The new member fee is \$1500.00. This is a one-time charge. There will be a monthly charge of \$10.00 per office, \$23.00 per agent for MLS service, and if an agent would like active and sold books the fee is \$48.00 per month. There will be a MLS Rules & Regulations Quiz that you and any agents in your office will need to take, so you may want to print a copy of the Rules & Regulations. As broker you will have to grade your agents on the MLS Quiz and sign the Certification Form. You can contact the Board or MLS office for a copy of the answers to the quiz. You may want to print out a copy of the Bylaws and the Policy & Procedures as well so that they will be handy should you need to refer to them.

The following forms/items must be filled out and returned to the MLS office.

- Central Wisconsin Multiple Listing Service Agreement
- Policy & Procedures/Rules & Regulations Agreement
- Book Order/Roster Change Form
- Agent Data Worksheet for Paragon
- Designated REALTOR® Certification of Completion
- MLS Rules & Regulations Quiz
- Check for Membership

Once we receive the signed agreements and a check you will have immediate access to our MLS software program also know as the Paragon system.

Any applicant for MLS Participation and any licensee affiliated with an MLS Participant who has access to and use of MLS-generated information is to complete a rules and regulations orientation program at the first available class following their membership approval. The CWBR office will notify you of the next class.

If you are not a member of the Central Wisconsin Board of REALTORS we will need a letter of good standing from the Board where you are a member.

If you should have further questions concerning any of these documents, please feel free to contact our office, and any one of our capable staff will be happy to assist you. Our office hours are Monday through Friday from 8AM to 4PM.

Sincerely,

Christina Knutson

Central Wisconsin Board of REALTORS®
Executive Officer