

NEW DESIGNATED REALTOR® REQUIREMENTS FOR CWMLS MEMBERSHIP

Thank you for your interest in joining the Central Wisconsin Multiple Listing Service (CWMLS) as a Designated REALTOR® (DR). Here are the requirements needed for membership.

1. **LICENSE REQUIREMENT:** Designated REALTORS® must have a valid Wisconsin Real Estate Broker's license on file with the Department of Safety and Professional Services (DPS). If you plan on having real estate licensees working for your company they must be listed with your office on your roster with the DPS. It is the Designated REALTOR'S® responsibility to keep current records with the DPS in regard to adding or deleting agents from your DPS roster. Any Designated REALTOR®, with an office located in the CWMLS jurisdiction (Marathon, Portage, Taylor, Clark and Wood counties) will be charged CWMLS fees and REALTOR® fees for any licensees that are on the DPS roster for their company and not on their CWMLS roster and may have membership suspended.

Required documentation:

1. **Office License Number** (if not a sole proprietorship)
2. **Real Estate Broker License Number**
3. **CWMLS Fee Exemption Form** (use this form only if you are outside of CWMLS jurisdiction and not all of the agents in your office will be participating in CWMLS)

2. **REALTOR® ASSOCIATION MEMBERSHIP:** You must belong to the Central Wisconsin Board of REALTORS® (CWBR) or another REALTOR® association located within Wisconsin or a contiguous state. Membership applications and information for CWBR membership can be found on the www.cwbr.org website under "Become a Member"

Required documentation:

1. **Application for REALTOR® Membership**
2. **Letter of Good Standing** (only needed if you belong to another WI or contiguous state REALTOR association)

3. **CWMLS FEES:** There is a one-time new member fee of \$1,500 which is due before activation of CWMLS services. In addition there is a monthly fee of \$30 for yourself and each REALTOR® on your roster. Monthly billing is completed in arrears and will be emailed to you unless you request in writing to have your monthly bill mailed to you. Please note: CWMLS logins and passwords cannot be shared and is a fine-able violation of up to \$5,000.

Required documentation:

1. **CWMLS Roster Change Form**
2. **Agent Data Worksheet**

4. **RULES & REGULATIONS/POLICY & PROCEDURE ACKNOWLEDGEMENT:** As the Designated REALTOR® it is your responsibility to be knowledgeable of the rules and procedures of the CWMLS service. The CWMLS Handbook covers these topics and more. It is recommended that a copy of the handbook should be printed out and kept "in office". CWMLS Rules & Regulations and Policy and Procedure begin on page 14 of the CWMLS Handbook. You can find the handbook on the www.cwbr.org website under MLS Information or by clicking here:

[CWMLS Handbook](#)

Required documentation:

1. **MLS Rules & Regulations Quiz**
2. **Rules & Regulations Designated REALTOR® Certification of Completion of Test**

BROKER/FIRM INFORMATION FOR CWMLS ONLY MEMBERSHIP

BROKER NAME: _____

FIRM NAME: _____

BROKER HOME MAILING ADDRESS: _____

FIRM MAILING ADDRESS: _____

BROKER PHONE: _____

PRIMARY LOCAL BOARD: _____

(Please provide a letter of good standing from your primary board for yourself and any other REALTORS® that will be listed on your CWMLS roster)

BROKER LICENSE#: _____ R.E. ENTITY LICENSE#: _____

DATE OF SUBMISSION TO CWMLS: _____

CWMLS monthly service bills will be *emailed* to the broker.

CENTRAL WISCONSIN MULTIPLE LISTING SERVICE AGREEMENT

Central Wisconsin Multiple Listing Service, Inc. hereinafter referred to as CWMLS, and

_____, and _____, a
(Firm) (Broker)

Wisconsin Licensed Real Estate Broker and a REALTOR® member of

_____, hereinafter referred to as Participant, agree to the following:
(Primary Local REALTOR® Association)

MLS AGREES: to maintain a Multiple Listing Service for the use and benefit of member Participants. This service shall consist of maintaining a Real Estate clearing house where the listings of members shall be received, processed and distributed to all member Participants in good standing.

PARTICIPANT AND FIRM AGREE: to acknowledge, be familiar with and abide by all published Rules, Regulations, Policies and Procedures of CWMLS. Participant has been informed of the CWMLS Handbook which contains the CWMLS Bylaws, CWMLS Rules & Regulations and CWMLS Policies and Procedures. Also, agreeing to pay all fees and dues prescribed therein. Upon any violation of such Rules, Regulation, Policy or Procedure, MLS may terminate this contract; however, failure to do so shall not constitute a waiver.

Participant understands all active listings entered into the CWMLS system require Participant to offer cooperation and compensation to all other CWMLS participants as well as any Wirex Participants that populate in the CWMLS system. Participant agrees to cooperate with all firm listings in Residential, Commercial, Land, Multi-Family and Farm classes. All Office Exclusive listing contracts (listings which are not entered into the CWMLS system per the written instruction of the Seller) shall be filed with CWMLS in the time frames stated in the CWMLS Rules & Regulations.

TERMS OF CONTRACT: This agreement shall be effective until September 30, of the year executed but shall be automatically renewed for additional successive one (1) year terms. However, by giving prior written notice to CWMLS, Participant may terminate either (1) in writing, giving at least 30 days notice, or (2) in writing, as the date of an increase in subscription fees, processing fees, or service charges. In the event of a failure to pay all sums owed, Principal and Firm will be responsible for the cost of collection of such outstanding sums owed, including, but not limited to, attorney’s fees.

(Participant Signature) (Typed name in this box will serve as signature)

(Participant Printed Name)

(Date)

CENTRAL WISCONSIN MULTIPLE LISTING SERVICE, INC

925 S PARKVIEW CIRCLE, MOSINEE, WI, 54455

PHONE: 715-693-6579 E-MAIL: cwbr@cwbr.org

ROSTER CHANGE FORM

(This form must be completed for all Paragon Users being added or deleted from the firm's CWMLS roster)

Effective Date _____ Office name and location

ROSTER ADDITIONS: When adding people to your roster, please note the TYPE of addition they are:
BRANCH DESIGNATED REALTOR® (Security 6) - Managing Office Manager of multiple (branch) offices - full access.
DESIGNATED REALTOR®(Security 5) - Managing Office Broker-full access.
REALTOR® (Security 4) - Actively enters and maintain their own listings.
REALTOR® (Security 3) - Can only partially enter their own listings. Cannot make listings "go live".
OFFICE STAFF (Security 6)- Ability to actively enter and maintain ALL office listings.
AGENT ASSISTANT (Security 2)- Assistant must use "Assume Identity" to access Paragon for Agent.
TEAM (Security 3)- Will be billed the same as an Agent profile. Team Administrator Profile Required.
CWMLS DOES NOT BILL OFFICES FOR UNLICENSED OFFICE STAFF OR UNLICENCED AGENT ASSISTANTS.

ADDITIONS:

NAME:

EMAIL:

PHONE:

TYPE:

BRANCH DESIGNATED REALTOR® - Managing Office Manager of multiple (branch) offices - full access.

DESIGNATED REALTOR® - Managing office broker

REALTOR® (Security 4) - Actively enters and maintains their own listings

REALTOR® (Security 3) - Can only partially enter their own listings. Cannot make listings "go live"

OFFICE STAFF - Ability to actively enter and maintain ALL office listings

AGENT ASSISTANT - Can only Assume an Agent's Identity

AGENT:

TEAM -Will be billed the same as an Agent profile. Team Administrator Profile Required.

TEAM ADMINISTRATOR (Security 3) – Only the Team Admin has direct access to the Team profile. All other team members must access the Team profile using “Assume Identity” access provided by the Team Admin

TEAM MEMBERS: (Complete for Teams only. Put an * after the Team Administrator's name)

DELETION:

NAME: Is this person going to another office?
Yes
No

ROSTER DELETIONS: All MLS users must be dropped from your roster if they are no longer working in your office. This includes Office Staff and Agent Assistants. All lock boxes must be left with the Designated REALTOR®.

MLS of Choice: It is not required that all agents in your office are on your MLS roster with CWMLS. However, it is required that agents not on your CWMLS roster are participating in another MLS within the state of Wisconsin or contiguous state. Proof of participation in another MLS is required for all agents in your office that are not listed on your CWMLS roster. Listings of Non-participating CWMLS agents cannot be entered into Paragon under a participating agent's name. Violations of this rule will be fined \$1,000 per occurrence.

Supra Inactive and Unassigned Status: Once CWBR receives a Roster Change Form dropping an agent from an office MLS roster, the member's Supra status is moved to Inactive. The agent will not be able to use their Supra device but will continue to be charged the monthly subscription fees.

If an agent is leaving the business and is not going to another office, the agent must contact Supra at 1-877-699-6787 to unassign their eKey subscription in order to not be billed for future months of service.

Receipt of the Roster Change Form by CWBR will NOT result in Supra deactivation. It is the agent's responsibility to cancel their Supra subscription.

Once a Supra Key is unassigned there will be a \$50 activation fee required to reactivate the key.

Registration/Removal of Agents With the Department of Safety and Professional Services (DSPS): It is the Designated REALTOR'S® (managing broker) responsibility to make sure that their roster with the DSPS is current, showing only the agents associated with their firm. Forms to add or remove an agent from their DSPS roster can be found on the DSPS website, dsps.wi.gov. These forms can also be found in Paragon in the MLS Documents section in the DSPS Add and Drop folder.

DESIGNATED REALTOR SIGNATURE & DATE (Required for additions and deletions)

(Typed name in this box will serve as signature)

EMAIL FORM TO cwbr@cwbr.org

Updated December 29, 2022

AGENT DATA WORKSHEET FOR PARAGON

ALL MLS USERS MUST COMPLETE THIS FORM AND MUST HAVE THEIR OWN LOGIN AND PASSWORD.

SHARING LOGINS AND PASSWORDS ARE STRICTLY PROHIBITED AND IS FINEABLE UP TO \$5,000

AFTER YOUR SETUP IN PARAGON IS COMPLETED BY CWBR, PARAGON WILL SEND YOU A TEMPORARY PASSWORD EMAIL THAT YOU MUST RESPOND TO WITHIN 3 HOURS IN ORDER TO SET THE PASSWORD THAT YOU WANT

USER LOGIN/ID (Can be alpha numeric up to 15 characters – **LOWER CASE ONLY NO SPECIAL CHARACTERS**)

NAME

EMAIL ADDRESS

PHONE NUMBER

LICENSE NUMBER

OFFICE NAME, LOCATION AND PHONE NUMBER

**** The information provided in this document is how your information will appear in Paragon.**

EMAIL FORM TO cwbr@cwbr.org

UPDATED DECEMBER 20, 2022

CWMLS RULES AND REGULATIONS QUIZ

To complete this quiz you will need to use the MLS Handbook found here:

[CWMLS HANDBOOK](#)

Please go to the MLS Corporation Rules & Regulations section to find the answers to the quiz. Once you have completed the quiz and received your results, please share your results with your Designated REALTOR.

You can take the quiz here: <https://forms.office.com/r/5rQzJNrmhX>

DESIGNATED REALTOR CERTIFICATION OF CWMLS QUIZ COMPLETION

(Section to be completed by Designated REALTOR®)

I certify that _____, has completed the

(New REALTOR® Name)

CWMLS Rules & Regulations Quiz and that I have graded the quiz and reviewed the results with them.

(Designated REALTOR® Signature)

(Firm Name)

(Typed name in this box will serve as signature)

NEW REALTOR CERTIFICATION OF QUIZ COMPLETION

(Section to be completed by REALTOR®)

I have completed the CWMLS Rules & Regulations quiz and reviewed the results with my Broker. I acknowledge receipt of the location of the CWMLS Handbook and understand the CWMLS Rules & Regulations and CWMLS Policies & Procedures can be found in the CWMLS Handbook.

(REALTOR® Signature)

(Date of Quiz Completion)

(Typed name in this box will serve as signature)

IMPORTANT: Please return this form and the graded quiz to cwbr@cwbr.org. New members will not be added to your CWMLS roster until the graded quiz and completed certification are received.

CWMLS VIOLATION FINE SUMMARY

VIOLATION	FINE AMOUNT	INFORMATION
<u>CWMLS had adopted the following new citations policies in accordance with the NAR Settlement</u>		
LISTING CONTRACTS	\$1,000	Listing Contracts are prohibited from being uploaded to any other document type in the MLS system other than document type labeled – ‘Listing Contract’. Note: There are several alerts setup in the MLS system to ensure that you check that you are uploading your files to the correct document type. Do NOT check Public box.
COMMISSION	\$1,000	Commission is prohibited in the MLS system. Commission amounts, percentages, or any communication of compensation is not allowed in the MLS system (that includes documents (excluding listing contract), remarks, pictures, coded messages, showing services).
Buyer Agency, Pre Agency Showing Agreement or Disclosure to Customer	\$1000 and Suspension of Service	Buyer Agency, Pre Agency Showing Agreement or Disclosure to Customer will be collected upon request. You will be required to submit your Buyer Agency, Pre Agency Showing Agreement or Disclosure to Customer within 3 business days of being notified by CWMLS. The agreement must be executed BEFORE the property is toured and agreement MUST legible. NOTE: You are required to have this document executed and retained in your file to be provided to CWMLS if requested.
IDX Feed Modifications	\$1000 and Suspension of Service	You are not permitted to use the CWMLS IDX feed to communicate compensation/commission.
Showing Service Provider Communication for Commission	\$1000 and 30-day Suspension of Service	You are not permitted to use the CWMLS showing service “Showing Time” as a vehicle to communicate compensation or commission. No comments or remarks are allowed to communicate compensation or commission.
CWBR/CWMLS Facebook Provided Pages for Commission	\$1000 and permanent removal from page	You are not permitted to use the CWMLS/CWBR Facebook pages to communicate compensation or commission.
<u>MLS Citations Outside of the NAR Settlement</u>		
INCORRECT DATA	\$100 and \$5/Day	Once notified of possible Incorrect Data the data should be corrected or CWMLS must be notified within 3 business days of notice. There is no fine if corrected within the 3 business day period. If uncorrected or CWMLS has not been contacted, broker will be charged the \$100 fine and if not corrected after the fine is assessed the broker will be fined \$5/day for each calendar day the listing shows incorrect data.

PROHIBITED MARKETING	\$100 - No Warning Issued	Photos, virtual tours and remarks in MLS with signs and marketing will be permanently removed. This includes a virtual tour leading someone to a Branded YouTube site
LATE STATUS UPDATE	\$100/Permanent Listing Deletion	Listing status must be updated within 3 business days. This includes all status' including Closing Data
LATE FILING / EMAILING / UPLOADING	\$100 - No Warning Issued	All Residential Listing Contracts (All Pages of Contract) - 3 business days from Seller's signature or effective listing date, whichever is most recent
	\$100 - No Warning Issued	All Amendments to Listing Contracts - 3 calendar days
	\$100 - No Warning Issued	All Commercial, Land, Multi-Family, Farm Listing Contracts - 30 calendar days from Seller's signature or effective listing date, whichever is most recent
LATE ENTRY INTO PARAGON	\$100 - No Warning Issued	All Residential Listings - 3 business days from Seller's signature or effective listing date, whichever is most recent. IF PROPERTY HAS NOT BEEN MARKETED TO THE PUBLIC
	\$100 - No Warning Issued	All Commercial, Land, Multi-Family, Farm Listing - 30 calendar days from Seller's signature or effective listing date, whichever is most recent. IF PROPERTY HAS NOT BEEN MARKETED TO THE PUBLIC.
NON-SUBMISSION OF BUYER'S LAST NAME	\$100 - No Warning Issued	For all classes of listings, the last name of the Buyer must be entered into Paragon
PICTURE / IMAGE REQUIREMENT	\$100 - No Warning Issued	One photo or image that is REPRESENTATIVE of the property must be entered into Paragon
COPYRIGHT VIOLATION	\$100/Image - No Warning Issued	All photos/images in Paragon must have the owner of the photos/images permission to be used. You cannot use unowned stock photos or photos from earlier listings that you do not own the copyright with out the photo/image owner's permission
PUBLIC DISSEMINATION OF CONFIDENTIAL MLS FIELDS	\$100 - No Warning Issued	Agent to Agent, Confidential, ShowingTime Instructions and Listing Date fields in Paragon cannot be disseminated to the public.
TRUST FUNDS (eff. 1/1/2024)	\$100 and \$5/Day	Trust/Earnest documents must be uploaded any time field "Broker has trust account" is marked No. If document is not uploaded to TF-Earnest Money document type, the listing agent will be fined \$100 (no warning) and \$5/day for each calendar day the listing does not have the document.
USING CWMLS DATA ON A WEBSITE WITHOUT THE CWMLS COPYRIGHT	\$100 - No Warning Issued	"Copyright © 2003 – 2024 Central Wisconsin Multiple Listing Service, Inc. All rights reserved" Must be on a website using CWMLS data

SHARING PARAGON LOGIN CREDENTIALS	1 st - \$1,000 2 nd - \$5,000	You cannot share your login credentials with ANYONE this includes other REALTORS, Office Staff or Agent Assistants.
CLEAR COOPERATION	1st - \$500 2nd - \$1,500 3rd - \$2,500 4th - \$5,000	A property may not be publicly marketed unless it is entered into the MLS for cooperation with other MLS participants.
SHOWING INSTRUCTION / LOCKBOX VIOLATION	\$2,500	Operating a lockbox without authorization from the seller or allowing anyone other than the agent that made the showing appointment to operate a lockbox or obtain a key to the property without consent of the listing broker or seller will result in a fine
DEFACING / LOSING A LOCKBOX	\$90	This includes writing the Shackle Code on boxes.
SHOWING A PROPERTY IN DISRUPTION STATUS	1 st \$2500 2 nd \$5000	If a listing is in Delayed, Temporarily Suspended or Withheld Status it cannot be shown/previewed by anyone, including the listing broker, until the Show Date. Delayed status listings cannot change the Show Date to an earlier date than on the original DTS-1
FSBO, ONE-PARTY & NON-MLS PARAGON ENTRIES	Correction or Permanent Removal/\$100	These listings are not REQUIRED to be entered into Paragon. But if entered, they must not be entered any later than 30 days after closing. The filing documents must be uploaed the day that the listing is entered into Paragon.
DISRUPTION POLICY	\$100	Limiting showings more than one day without following the Disruption Policy procedure

Signature to acknowledge receipt and understanding of Violation Policy: _____