



# APPLICATION FOR REALTOR® MEMBERSHIP

I hereby apply for REALTOR® Membership in the Central Wisconsin Board of REALTORS®.

**APPLICATION FEES AND DUES:** Enclosed is payment in the amount of \$\_\_\_\_\_ which includes my prorated dues amount and my one-time application fee. I understand that my dues will be returned to me in the event of non-election and that the application fee is nonrefundable.

**QUALIFICATION OF MEMBERSHIP:** I will attend orientation within 6 months of the Central Wisconsin Board of REALTORS® confirming my membership. Failure to meet this requirement may result in having my membership terminated. If elected to membership, I agree to abide by the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®, which includes the duty to mediate first and then arbitrate if mediation is unsuccessful and the Constitution, Bylaws and Rules and Regulations of the above named Board, the Wisconsin REALTORS® Association and the National Association. Further, if required, I agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. I also understand membership brings certain privileges and obligations that require compliance. Membership is final only upon approval by the Board of Directors and may be revoked should completion of any membership requirement(s), such as orientation, not be completed within the timeframe established in the association’s bylaws. I further understand that I will be required to complete periodic Code of Ethics training as specified in the association’s bylaws as a continued condition of membership.

1. Partners/Officers listed will have the ability to add/delete people from your MLS roster and make ownership decisions that the Designated REALTOR® can make.
2. Change to Yes or No “Have you been a REALTOR® member before. Then If so, answer the NRDS and year of completion questions.

**NOTE:** Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Association or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant’s certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.

I hereby submit the following information for consideration of my application. (If additional detail is needed, please include separate documentation.)

PERSONAL INFORMATION			
First Name:		Middle Name:	
Last Name:		Suffix:	
Nickname (DBA):			

Home Address:					
City:		State:		Zip:	
Home Phone:			Cell Phone:		
Primary E-mail:			Secondary E-mail:		
Broker/Salesperson or Appraisal License #:					
State of Licensure:					

<b>COMPANY INFORMATION:</b>					
Office Name:					
Office Address:					
Office Phone:					
Company Type:	Sole Proprietor	Partnership	Corporation		
	LLC (Limited Liability Company)		Other, Specify		
Your Position:	Principal	Partner	Corporate Officer	Majority Shareholder	
	Branch Office Manager		Non-Principal Licensee	Other	
Names of other Partners/Officers of your firm:					

<b>PREFERRED MAILING/CONTACT INFORMATION:</b>					
Preferred Phone:	Home	Office	Cell		
Preferred E-mail:	Primary E-mail		Secondary E-mail		
Preferred Mailing:	Home	Office	Office Mail Alternate		
	Member Mail Alternate				
Mail Publications to:	Home	Office	Office Mail Alternate		
	Member Mail Alternate				
<b>Office Mailing Alternate:</b>					

Address:					
City:		State:		Zip:	
<b>Member Mailing Alternate</b>					
Address:					
City:		State:		Zip:	

<b>APPLICANT INFORMATION:</b>					
Are you currently a member of any other Association of REALTORS®?    Yes    No					
If yes, name of Association:					
Type of membership held:					
Have you previously held membership in any other Association of REALTORS®?    Yes    No					
If yes, name of Association:					
Type of membership held:					
Do you have any unsatisfied discipline pending for violation of the Code of Ethics? <sup>1</sup> Yes    No					
If yes, provide details:					
If you are now or have been a REALTOR® member before, please provide the information below.					
Previous NAR membership (NRDS) #:					
Last date (year) of completion of NAR's Code of Ethics training requirement:					
Have you ever been refused membership in any other Association of REALTORS®?    Yes    No					
If yes, state the basis for each such refusal and detail the circumstances related thereto:					

<sup>1</sup> Article IV, Section 2 of the NAR *Bylaws* prohibits Member Boards from knowingly granting REALTOR® or REALTOR-ASSOCIATE membership to any applicant who has an unfulfilled sanction pending which was imposed by another association of REALTORS® for violation of the Code of Ethics. (Adopted 1/01)

Is the office address provided above your principal place of business?      Yes      No			
If not, or if you have a branch office, please provide that address:			
Address:			
City:		State:	Zip:
Do you hold, or have you ever held, a real estate license in any other state?      Yes      No			
If so, where:			
Have you been found in violation of state real estate licensing regulations, civil rights laws or other laws prohibiting unprofessional conduct rendered by the courts or other lawful authorities within the last three (3) years?      Yes      No			
If yes, provide details:			
Within the last ten years, have you been: 1) convicted of a crime punishable by death or imprisonment in excess of one year or 2) been released from confinement imposed for that conviction?      Yes      No			
If yes, provide details:			

**Additional Optional Applicant Information to be completed and considered only if the Association has adopted Section 2(c) from Article V of the NAR Model Bylaws.**

Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years?      Yes      No	
If yes, provide details:	
Are there pending ethics complaints against you?      Yes      No	
If yes, provide details:	

Do you have any unsatisfied discipline pending?    Yes    No
If yes, provide details:
Are you a party to pending arbitration request?    Yes    No
If yes, provide details:
Do you have any unpaid arbitration awards or unpaid financial obligations to another association of REALTORS® or an Association MLS?    Yes    No
If yes, provide details:

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Association, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the Association of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

By signing below, I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, email address or any other means of communication available. This consent applies to changes in contract information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

(Typed name in this box will serve as signature)

EMAIL FORM TO [cwbr@cwbr.org](mailto: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®.

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**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.

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**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.

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**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](http://dsps.wi.gov). These forms can also be found in Paragon in the MLS Documents section in the DSPS Add and Drop folder.

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

(Typed name in this box will serve as signature)

**EMAIL FORM TO** [cwbr@cwbr.org](mailto: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](mailto: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](mailto: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
<b><u>CWMLS had adopted the following new citations policies in accordance with the NAR Settlement</u></b>		
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. <b>Do NOT check Public box.</b>
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.
<b><u>MLS Citations Outside of the NAR Settlement</u></b>		
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 <sup>st</sup> - \$1,000 2 <sup>nd</sup> - \$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 <sup>st</sup> \$2500 2 <sup>nd</sup> \$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: \_\_\_\_\_