

REALTOR/FIRM INFORMATION FOR CWMLS ONLY MEMBERSHIP
(Please make sure information is legible)

REALTOR NAME:

REALTOR HOME MAILING ADDRESS:

REALTOR PHONE:

REALTOR EMAIL:

FIRM NAME:

FIRM MAILING ADDRESS:

PRIMARY LOCAL BOARD:

(Please provide letter of good standing from your local board)

REALTOR LICENSE #

R.E. ENTITY LICENSE #

DATE OF SUBMISSION TO CWMLS:

CWMLS monthly services will be emailed to the broker.

EMAIL FORM TO 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**](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)

(Typed name in this box will serve as signature)

(Firm Name)

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)

(Typed name in this box will serve as signature)

(Date of Quiz Completion)

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 be 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	1 st - \$500 2 nd - \$1,500 3 rd - \$2,500 4 th - \$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 uploaded 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: _____