

Wyoming Multiple Listing Service
of the Casper Board of REALTORS®

MEMBERSHIP REQUIREMENTS & PROCEDURES

TERMS USED HEREIN:

- **Participant:** Responsible Broker of office or Certified Appraiser. *The Responsible Broker may designate another REALTOR® principal to represent said office as the "Participant".*
- **Subscriber:** Everyone else! Non-principal brokers, sales associates, unlicensed clerical staff, personal assistants, appraiser trainees
- **Service:** Wyoming MLS

PARTICIPANT RESPONSIBILITIES:

- The Participant **MUST** join the Wyoming MLS in order for any Subscribers to have membership.
- The Participant is responsible for all dues and fees. The MLS WILL NOT accept payment from individuals.
- The Participant will be **ACCESSED MONTHLY MLS FEES FOR ALL LICENSEES IN THE OFFICE** REGARDLESS IF THEY CHOOSE TO apply for membership in the MLS.

MEMBERSHIP:

- Must have a current, valid Wyoming real estate broker's license and are capable of accepting and offering compensation to and from other Participants or are licensed or certified by an appropriate state regulatory agency to engage in the appraisal of real property.
- Must hold active REALTOR® membership in an Association of REALTORS®.
- According to the Rules and Regulation of the Wyoming Multiple Listing Service, a Recurring Participation Fee will be assessed to the Participant as follows:

The recurring participation fee of each Broker Participant shall be an amount times the total number of Participants plus the number of salespersons who have access to and use of the Service, whether licensed as a broker, sales licensee, or licensed or certified appraiser who is employed by or affiliated as an independent contractor with such Participant. Payment of such fees shall be made on or before the last day of the month previous to the month being billed for.

MEMBERSHIP PROCESS:

1. Complete and return the Membership Applications to the Wyoming MLS.
2. License and REALTOR® membership will be verified.
3. When verified, the Participant and/or Subscriber will receive via email their Login ID and Password and a "Getting Started Guide" for the MLS system. A "New Office or New Member Handbook" will be sent in the mail.