



**RANWW**

Northwestern Wisconsin  
Multiple Listing Service, Inc

3460 Mall Dr., Ste. 5A, Eau Claire, WI 54701  
Phone: 715-835-0923 Fax: 715-835-4621

Instructions and guidelines for participating in the Northwestern Wisconsin Multiple Listing Service:

1. Complete, sign, date this agreement
2. Return completed agreement **with check payable** to NWW MLS for (*check one*):  
 **Main Office.....\$600 application fee\***       **Branch Office....\$100 application fee\***

\* One-time fee if participation is continuous; if participation is dropped, participant will be required to pay application fee again before being given MLS access. *Participation is non-transferable and non-refundable.* NWWMLS rules and regulations apply to main and branch offices.

3. Attach copy of appropriate business license for firm and/or individual

**Northwestern Wisconsin Multiple Listing Service, Inc, a Wisconsin Corporation, enters into this agreement with:**

Name of Corporation or Legal Entity \_\_\_\_\_

Business Name (*to be displayed in MLS*) \_\_\_\_\_

Firm Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Firm Phone \_\_\_\_\_ Firm Fax \_\_\_\_\_ Firm e-mail \_\_\_\_\_

**MLS Participant**

Following individual is the Participant and will be responsible for the company and its associates:

Broker/Appraiser Name \_\_\_\_\_  
(*please print*)

**Participant serves as:**

Principal \_\_\_\_\_ Partner \_\_\_\_\_ Corporate Officer \_\_\_\_\_ Owner \_\_\_\_\_ Branch Manager \_\_\_\_\_ (*acting on firm's behalf*)

Participant is a REALTOR® member in good standing in \_\_\_\_\_ RANWW or \_\_\_\_\_  
(*Name of REALTOR® Association*)

**List yourself and all partners and/or officers** in firm and **indicate if licensed real estate agent or appraiser** (*attach additional page if needed*):

Name \_\_\_\_\_ Title \_\_\_\_\_ License d: Yes \_\_\_\_\_ No \_\_\_\_\_ (*enter NA if unlicensed*)

Email: \_\_\_\_\_ @ \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ License d: Yes \_\_\_\_\_ No \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ License d: Yes \_\_\_\_\_ No \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

**List yourself and all licensees or licensed/certified appraisers** associated with firm. **List must include preferred MLS Username** (*4-8 characters each*) **and MLS Password** (*Must be at least six (6) characters, with one (1) upper case letter, one (1) lower case letter and one (1) numeric value*) for **each licensee** (*attach additional page if needed*):

Name \_\_\_\_\_ Username \_\_\_\_\_ Password \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Name \_\_\_\_\_ Username \_\_\_\_\_ Password \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Name \_\_\_\_\_ Username \_\_\_\_\_ Password \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Name \_\_\_\_\_ Username \_\_\_\_\_ Password \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Name \_\_\_\_\_ Username \_\_\_\_\_ Password \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

**Definitions:** For purposes of this agreement, all parties agree to the following definitions:

- "MLS" is the Northwestern Wisconsin Multiple Listing Service, Inc. (NWWMLS)
- "Participant" is real estate broker or licensed/certified appraiser named above who actively endeavors, on a continual and on-going basis during the operation of the Participant's real estate business, to make or accept offers of cooperation and compensation with respect to properties of types listed in the MLS
- "Other Participant" is any firm or individual who has executed a contract substantially similar to this one and is a participant of NWWMLS
- "Access" to MLS is the use of or availability to the MLS computer system or MLS information, software or submission of listings or any other MLS product

**Participation and Maintenance of Listing Service.** MLS agrees to maintain a multiple listing service for exclusive use of Participant and each Other Participant. MLS shall act as a real estate listing clearinghouse by receiving listings from Participant or any Other Participant, and disseminating a copy of each listing received to Participant and any Other Participant. **New member firms** shall voluntarily submit current listings with seller approval to the MLS within seven days of being given MLS access. **Once membership is established** Residential, Multi-Family (1-4 units) and Vacant Land listings, unless broker owned, must be submitted to the MLS within required time.

**Agreement to Comply with Rules and Regulations, and Code of Ethics.** Undersigned Participant hereby acknowledges receipt of NWWMLS Rules and Regulations. Participant, by agreeing to this contract, agrees to be responsible for self and associates for complying with Rules and Regulations. In the event associates fail to comply with Rules and Regulations, Participant will be held responsible and shall be subject to discipline as if the violations were done by the Participant. It is understood that these Rules and Regulations may be changed from time to time, and the undersigned Participant hereby agrees to comply with such changes. These changes shall become part of this contract upon Participant's receipt of notification of these changes.

**Change of Participant.** Named Participant in this agreement cannot be changed without prior notification and approval of the MLS, and only within the parameters allowed by the Rules and Regulations. Such approval is conditioned on completion of proper forms and new Participant meeting all requirements of NWWMLS Bylaws.

**Termination of Agreement.** MLS shall have the right to terminate this agreement in the event Participant violates any of its terms. Failure on the part of MLS to do so as to a particular violation shall not constitute a waiver by MLS as to subsequent violations.

**Terms of Agreement.** This agreement shall terminate December 31 of year entered into and shall automatically renew for additional one-year terms each year unless either party gives the other written notice of cancellation at least thirty (30) days prior to cancellation.

**Use of MLS Terms:** Use of the term "MLS" is prohibited. Participant shall not use "multiple listing service", "MLS" or derivatives thereof in Participant's firm name. Participants and Users shall not use "multiple listing service", "MLS" or derivatives thereof in domain names, web addresses, or URLs. No Participant or User shall indicate or imply in any manner that Participant or User is a multiple listing service or that public has access to or may search the multiple listing service (ie: "Search MLS", "Access MLS"), on Participant or User websites.

**Attach List of Persons Affiliated as Licensees.** Participants shall provide at the time of application a list of all licensed brokers, agents and licensed/certified appraisers affiliated with the firm referred to herein who shall be granted MLS access. It shall be Participant's responsibility to inform MLS in a reasonable period of time (*not to exceed seven days*) after a change in the list of licensees.

**Fees.** Participant agrees to pay applicable MLS monthly user fee *times the number* of real estate licensees or licensed/certified appraisers affiliated with firm.

**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, may be grounds for revocation of my MLS participation, if granted. I further certify that I am qualified to participate in the Service according to provisions in Article IV of the NWWMLS Bylaws.**

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_



**Sign below if you are NOT a member of the REALTORS® Association of Northwestern WI (RANWW):**

I certify I am currently a member in good standing of the \_\_\_\_\_ (*name of REALTOR® Association*). My annual REALTOR® dues are paid in full through \_\_\_\_\_ (*date*) and I agree to notify NWWMLS if I do not maintain my membership in that Realtor® Association. I am applying for membership as a Participant in the NWWMLS and agree to be bound by all rules and regulations and the Code of Ethics on the same terms and conditions as REALTOR® Association members including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS® in accordance with the established procedures of the REALTOR® Association.

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_