

## BROKER FAQs

**Q. How long are my Realtor® dues valid?**

**A.** Realtor® dues are valid for one calendar year (January 1 through December 31). However, dues for the next fiscal year are payable by October 31, per RANWW bylaws. Since RANWW collects dues not only for your Local Association but also for the WRA (State) and NAR (National) Association, this allows time for the distribution of dues to those other entities without a disruption in member services.

**Q. When will I receive next year's Realtor® dues statements?**

**A.** Dues invoices for the next calendar are *mailed to the broker* in mid-September. Check the envelope carefully and be sure to distribute dues invoices to your sales agents if they have been included in the envelope.

**Q. If I join the RANWW, can I get a SentriCard?**

**A.** You are welcome to join the RANWW. However, SentriCards for SentriLock lockboxes are a privilege of the MLS and are only available to MLS participants and subscribers.

**Q. How do I get additional lockboxes?**

**A.** SentriLock lockboxes are only issued to brokers. The number of lockboxes assigned to you is determined by the firm's active and pended Residential and Multi-Family listings in the MLS, *plus one* lockbox for each agent leasing a SentriCard. After signing the initial SentriLock Lockbox Agreement, additional lockboxes are issued, upon request of the broker, according to the formula noted above. Lockboxes will not be released to anyone else within the firm without express written authorization from the broker.

**Q. If I join RANWW, do I have access to the NW WI MLS?**

**A.** You must make separate application and pay the application fee to join the MLS.

**Q. Do I have to notify RANWW when I add a new agent?**

**A.** You have 15 days to notify RANWW when you take on a new agent.

**Q. Can I send a new agent directly to the RANWW office with their membership application and SentriCard Agreement?**

**A.** Phoning the RANWW office ahead of time expedites the application process. Agents should **complete** all appropriate applications (*Membership, SentriCard, MLS, etc.*) and forms with a copy of their license **before arriving** at the RANWW office. Application forms and Agreements, together with fees, may also be mailed to RANWW, 1903 Keith St., Eau Claire, WI 54701.

**Q. Do new members have to attend Orientation?**

**A.** Unless new agents have completed Orientation at another Association within the last year, they must attend a New Member Orientation, per RANWW bylaws. Returning members must attend Orientation if they have been a non-member for more than one year.

**Q. Will new brokers or agents have immediate access to the MLS?**

**A. Current licensees** (holds valid license) who are members of a Realtor® Association will have immediate access. **New applicants** who have just submitted application to the DSPS will have MLS access withheld until the license appears as *active on the DSPS website*. Per NAR's dues formula, brokers will be billed based on the number of agents licensed with their company for any non-Realtor® member. If the new agent is a **non-Realtor®** (not affiliated with a Realtor® Association) the broker must pay the sales assessment fees before MLS access is granted.

**Q. How do I terminate an agent's license with my company?**

**A.** After you complete the DSPS Termination of employment form, fax or email a copy of the termination to 1) the DSPS and 2) the RANWW office. RANWW will handle termination in local, state and national association, and the MLS, if applicable. The DSPS will handle the termination of the agent's real estate license with your firm.

**Q. How do I change my contact information with the DSPS, RANWW, WRA, NAR, SentiLock, BookAShowing or other appropriate entities?**

**A.** Any necessary changes to your license or business entity must be communicated directly to the DSPS. Changes in your Association or MLS contact information can be communicated directly to RANWW. RANWW will then forward any changes to other appropriate entities (WRA, NAR, SentiLock, etc.).