

AGENT MEMBER 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. If you have not received your dues statement by September 30, contact your broker or the RANWW office.

Q. Can I pay my Realtor® dues installments?

A. Realtor® dues must be paid in full to RANWW, either with cash, check or money order. Renewing agents (not new members) may pay dues by credit card (MasterCard or Visa only) online at realtor.org

Q. I can't continue in real estate. Are my dues refundable?

A. Realtor® dues are non-refundable.

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

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

Q. How do I get additional lockboxes?

A. SentiLock lockboxes are only issued to brokers and additional lockboxes must be secured from them. The number of lockboxes assigned to each broker 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 SentiCard.

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

A. You have access to the MLS only if you place your license with a broker who is a participant.

Q. Can I bring my membership application and/or Senticard Agreement directly to the RANWW office for processing?

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

Q. As a new member, do I 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 I 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 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.).

Q. How do I terminate my sales 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 your real estate license with your broker.