

**MEMBERSHIP APPLICATION**  
**Greater Northwoods MLS, INC.**  
**A SERVICE OF THE Northwoods Association of REALTORS®, Inc.**

Made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between \_\_\_\_\_, hereinafter called Member, and the Northwoods Association of REALTORS®, Inc., a Wisconsin Corporation, hereinafter called the Association;

**WHEREAS** the Greater Northwoods MLS, Inc., a wholly owned subsidiary of the Association, has recommended to the Association that a service be started and a publisher provide services for the MLS and that a contract be entered into between the Association and RealtyServer Systems, Inc. for the express benefit of the Members of the Association; and

**WHEREAS** the Association has indicated a willingness to enter into such an agreement with RealtyServer Systems, Inc. and provide MLS services;

**WHEREAS** the Member named herein, and all associates, is/are a REALTOR® (s) in good standing, is one of the agencies desiring use of the MLS and has agreed by his/her subscription herein to support and uphold the concepts of MLS as set forth in this agreement and the separate agreements constituting membership requirements:

**NOW THEREFORE IT IS AGREED:**

That the Member named herein will abide by the terms of this agreement as follows:

1. **Enrollment Fee:** To pay the initial membership fee of \$1000.00, the receipt of this payment is herein acknowledged. Refund of this fee provided only if the Association fails to perform as specified. No refund is provided for this fee under any other circumstances.
2. **Monthly Fees:** The Member will pay all fees and costs of the MLS as may be determined from time to time by the Board of Directors of the Greater Northwoods MLS, Inc.
3. **The Member will abide** by the Rules, Regulations, Policies, and Bylaws of the Greater Northwoods MLS, Inc., and the Northwoods Association of REALTORS®. Copies of which is hereby provided or available at [www.northwoodsrealtors.org](http://www.northwoodsrealtors.org) and which may from time to time be amended.
4. **Indemnity:** Member hereby agrees to indemnify the Association against any and all liabilities arising out of the contract between the Association, the MLS, and RealtyServer Systems, Inc.
5. **Binding:** This agreement is binding upon the representative and principals of the Member.
6. **Terms:** Pricing may be changed at any time without notice. **Applications good for 45 days from date mailed to potential member.**

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Firm Representative & Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
E-mail

**Office Number** \_\_\_\_\_

By: \_\_\_\_\_  
Greater Northwoods MLS, Inc.

THE MLS BYLAWS AND RULES & REGS AND POLICIES & PROCEDURES ARE AVAILABLE ON THE ASSOCIATION WEBSITE:

[www.northwoodsrealtors.org](http://www.northwoodsrealtors.org)

Northwoods Association of REALTORS®, Inc.

## *New Member Information Sheet*

Thank you for joining the Greater Northwoods MLS, Inc. To better serve you, we ask that you complete this information sheet for our records.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Firm Representative & Title: \_\_\_\_\_

Are you currently a member of a Local REALTOR® Board?    Yes    No  
If yes, which one? \_\_\_\_\_

**Please include a letter of good standing from your board with completed application.**

The Rules and Regulations of the Greater Northwoods MLS state that each licensed owner, broker or salesperson licensed with the firm shall be required to order one (1) set of MLS services. Please list each individual that falls into one of the above referenced categories. Please complete agent ID sheet for each licensee. Every broker and licensee is required to attend GNMLS orientation at the Board offices and will be given two opportunities to fulfill this requirement or alternatively certify in writing within 60 days that GNMLS rules and policies along with other provided training material has been read and understood before forfeiting access to the GNMLS data.

Licensee Name

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify that the above information is true and accurate.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**PLEASE COMPLETE AN AGENT ID SHEET FOR EACH AGENT IN YOUR OFFICE- IF YOU DESIRE A SEPARATE ID AND PASSWORD FOR ADMINISTRATIVE STAFF PLEASE COMPLETE AN ID FORM FOR THEM AS WELL.**

## MLS LICENSEE POLICY DISCLOSURE

In accordance with MLS policy, every **Principal Broker** of a firm that belongs to the Greater Northwoods MLS, Inc. is subject to the following dues formula:

The current fee is \$40.00 per month per licensee for service.

This policy means that all individuals **licensed with an MLS firm** will be included in the above stated formula except for cases in which a Subscriber Fee Waiver has been granted and is in effect. It doesn't matter if the licensee is working in a capacity other than a real estate agent, or not working at all. If the individual is licensed with an MLS firm, the Broker will be assessed \$40.00 per month for that license. If any non-member licensees under a member firm subscribe to or access or utilize GNMLS data in any way, the Participant will be billed for that licensee in accordance with GNMLS policy.

If an individual has a real estate license, **but does not have that license under the name of the firm**, that Broker is NOT assessed for that individual. This usually refers to individuals who have "warehoused" or "inactivated" their license.

Periodically the MLS receives "ghost" licensee reports from the Department of Safety and Professional Services. A "ghost" licensee is an individual that is licensed with a member firm, but the Broker of the firm did not notify the Board/MLS the licensee was affiliated with the Broker's office and has not signed a Subscriber Fee Waiver.

When a "ghost" licensee is discovered by the MLS, the Broker of that firm is assessed an amount equal to the number of months the license has been active with the firm or from October 1 to present, whichever is less. With respect to MLS policy, "active" means licensed with the firm. It does not have anything to do with how much or what kind of activities the licensee is engaged in while the licensee was active under the member firm.

The policy of assessing the Broker for "back dues" for the "ghost" licensee is in compliance with the policies of the NATIONAL ASSOCIATION OF REALTORS®.

**The MLS is asking you affirm your understanding of the dues formula policy by signing this disclosure and returning it to the MLS office. The Subscriber Fee Waiver form may be found as an appendix in the Policies & Procedures document. Please keep a copy for your records:**

*I have read and understand the above stated policy regarding the dues assessment formula for the Greater Northwoods MLS, Inc.*

\_\_\_\_\_  
Broker's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Name

**GREATER NORTHWOODS MULTIPLE LISTING SERVICE, INC.  
AGENT LISTING DATABASE - INPUT FORM**

Mandatory fields are preceded by \*  
If a field is unknown, leave it BLANK.

<u>MLS Field</u>	<u>MLS User Information</u>
*Last Name:	
*First Name:	
*Password: (max 8 char)	<i>NOTE: Max 8 alpha/numeric characters - no symbols</i>
*License Number:	
*Email Address:	
*Contact Phone:	<i>NOTE: This number will appear under your photo on printouts and can be used for click-to-dial through Pocket Interface</i>
Cell Phone:	
Fax:	
*Office Name:	
Office Address 1:	
Office Address 2:	
*Office City, State:	
Zip Code:	
Website:	<i>EXAMPLE: <a href="http://WWW.HOST.COM/">WWW.HOST.COM/</a></i>
*Managing Broker?:	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>Indicate yes only if you will be the <b>managing</b> broker of your firm.</i>
Agent Privileges:	<input type="checkbox"/> I will be entering my own listings <input type="checkbox"/> Staff enters our listings. <i>Agent may not enter listings; may agent edit listings?:</i> <input type="checkbox"/> I am uncertain as to who will be entering my listings <span style="float:right"><b>YES NO</b></span> <input type="checkbox"/> I am office staff

*I acknowledge that the Agent ID and Passwords that are assigned to me are unique and confidential. I agree that I will not disclose them to any person, nor will I allow another person to access the MLS using my ID and Password. I acknowledge that I agree to the SentiLock terms if using a SentiCard (Appendix A of the Policies and Procedures) and will not share my key.*

*I hereby grant to GNMLS a non-exclusive, perpetual, world-wide, royalty-free license to use, copy, distribute, display, perform, prepare derivative works of, and license (including sublicenses) all information entered into the GNMLS database, including but not limited to all photographs, images, virtual tours, videos, text copy and all other data formats and those portions of the GNMLS Database relating to Subscriber's listings.*

*GNMLS hereby grants Subscriber a license to use the GNMLS Software and the GNMLS Database during the term of this Agreement, subject to the permission of Firm Participant and according to the terms of the GNMLS Policies. All other uses are prohibited.*

GNMLS Subscriber Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GNMLS Participant\*\* Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*Only the GNMLS Participant representative of the firm may sign.*

Last Revised: 01/19

**Please send all information to:  
NWAR/GNMLS, PO Box 377, Woodruff WI 54568  
Fax: (888) 399-2118  
Email: [staff@northwoodsrealtors.org](mailto:staff@northwoodsrealtors.org)**

**GREATER NORTHWOODS MULTIPLE LISTING SERVICE, INC.  
OFFICE INPUT FORM**

Mandatory fields are preceded by \*

If a field is unknown, leave it BLANK.

<b>NEW</b>	<b>Office Information</b>
*Office Name:	
*Office-Firm License #	
*MLS Participant:	
Designated Broker:	<b>(if other than Participant)</b>
*Broker License #	
*Office Phone:	<b>FORMAT: 9998887777</b>
Fax:	<b>FORMAT: 9998887777</b>
*Address Line 1:	
Address Line 2:	
Address Line 3:	
*City, State:	<b>EXAMPLE: MINOCQUA, WI</b>
*Zip Code:	<b>EXAMPLE: 54409 OR 54409-8703</b>
*Email:	<b>EXAMPLE: USER@HOST.COM</b>
Website:	<b>EXAMPLE: HTTP://WWW.HOST.COM/</b>

**Please send all information to:**  
**NWAR/GNMLS, PO Box 377, Woodruff WI 54568**  
**Fax: (888) 399-2118**  
**Email: [staff@northwoodsrealtors.org](mailto:staff@northwoodsrealtors.org)**

**APPLICATION FORM FOR WAIVER OF GREATER NORTHWOODS MLS SUBSCRIBER FEES FOR AFFILIATED LICENSED REALTORS® OR APPRAISERS**

Per Section II.A of the GNMLS Policies & Procedures, the individual(s) named in Appendix C, Exhibit A (“Waiver Applicant(s)”) shall be exempt from payment of the Greater Northwoods Multiple Listing Service, Inc. (“GNMLS”) MLS Subscriber fee so long as such Waiver Applicant(s) currently satisfies and continues to satisfy ALL of the following requirements:

1. Waiver Applicant is NOT a listing agent for any active listing included in the MLS;
2. Waiver Applicant does NOT possess, control, or use a lockbox key to enter, view, or show any property that is listed in the MLS;
3. Waiver Applicant does NOT directly or indirectly access or use in any manner whatsoever the listing information stored in the MLS. Such access and use includes, but is not limited to, direct access to or use of the MLS and the use of the other devices or services provided by the MLS or its affiliated or licensed vendors or suppliers, that permit access to and use of any listing information from the MLS; and
4. Waiver Applicant does NOT use, directly or indirectly, in any manner whatsoever information from the MLS to list properties for sale or lease, to identify or locate properties for any potential buyers or lessees, and does not participate in listing or sales activity requiring licensure for any properties listed in the MLS.

**CERTIFICATION BY WAIVER APPLICANT’S MLS PARTICIPANT / DESIGNATED BROKER**

I certify that the Waiver Applicant(s) named herein on Exhibit A is/are affiliated with me and meet ALL of the above requirements, and therefore is/are eligible for a waiver of each Waiver Applicant’s MLS Subscriber fee. I understand that I will need to supply an additional signed Exhibit A for any future Waiver Applicants. Further, I agree to notify GNMLS within 10 calendar days if any Waiver Applicant remains affiliated with me but has become ineligible for a waiver of the fee. Simultaneously with such notice to GNMLS, I will either (i) sever the agent from this office, or (ii) inform the agent that said agent must subscribe to GNMLS within 3 business days of the notification to GNMLS. Such affirmative notice to GNMLS, and the subsequent completion of (i) or (ii) above, shall not constitute a breach of this agreement and shall therefore not incur the penalties described below.

I understand that any violation of the conditions of this waiver will result in automatic revocation of this waiver for the individual Waiver Applicant. I agree to pay any and all MLS Subscriber fees, retroactive to the beginning of the current billing year (October 1), plus a \$250.00 non-compliance fee for each Waiver Applicant that has had his or her waiver revoked, within 10 calendar days after the Waiver Applicant becomes ineligible for a waiver of the MLS Subscriber fee. I acknowledge that non-payment of the fee(s), by the due date, as indicated on the associated invoice from GNMLS, will result in the MLS access for myself and all Subscribers associated under my GNMLS participation being suspended until such time as all fees have been satisfied.

\_\_\_\_\_  
Signature of MLS Participant / Designated Broker      Printed Name of MLS Participant / Designated Broker      Date

\_\_\_\_\_  
Print Company Name      Office Broker Code

<u>EMAIL APPLICATIONS TO:</u> NORTHWOODSREALTORS@GMAIL.COM	<u>FAX APPLICATIONS TO:</u> (888) 399-2118 ATTN: MLS	<u>MAIL APPLICATIONS TO:</u> GNMLS PO BOX 377 WOODRUFF, WI 54568
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A waiver becomes effective immediately upon receipt and processing by GNMLS of a properly completed application form provided the Applicant satisfies all requirements listed above. Approved waivers shall remain in effect until the applicant becomes an active subscriber, changes brokerages, or subsequently fails to satisfy any of the waiver requirements. Applicant will be notified by GNMLS if this application is not approved.

**EXHIBIT A**

The below listed Waiver Applicant(s) hereby acknowledge receipt of this Waiver Application Form from their Participant/Designated Broker and understand that any change to their waiver eligibility as defined herein must be communicated immediately to his or her Participant/Designated Broker. Waiver Applicant further acknowledges that non-compliance with the terms of the waiver and its notification provisions will result in the Participant/Designated Broker incurring Subscriber fees and a non-compliance fee on their behalf.

Participant/Designated Broker certifies that the following real estate and appraiser licensees meet all the requirements for receiving a GNMLS MLS fee waiver as described herein:

(This form must be filled out fully for each Waiver Applicant. GNMLS will email the Participant with "Approved" or "Denied" confirmation)

Applicant name		Real Estate License. #	Previous GNMLS ID # (if applicable)	Date of Application	<u>GNMLS INTERNAL USE ONLY</u> Approved/Denied Date	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Attach additional sheets as necessary.

Signature of MLS Participant / Designated Broker \_\_\_\_\_ Printed Name of MLS Participant / Designated Broker \_\_\_\_\_ Date \_\_\_\_\_

Print Company Name \_\_\_\_\_ Office Broker Code \_\_\_\_\_