

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

Mandatory fields are preceded by \*

If a field is unknown, leave it BLANK.

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

Last Revised: 11/2019

**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)**

**Checklist**

	Check to “GNMLS” for fees and subscriber dues
	Application pages
	Office input form
	Agent input forms (for each broker/agent)
	Letter of Good Standing for each Subscriber not joining association (NWAR)
	Waiver form signed and list of all agents applying for waiver out of GNMLS
	Signed agreement pages and fees if joining optional lockbox program
	Email company logo file and agent portrait photos