



**NEW WMLS Unlicensed Users
Registration Form (Section I & II)**

*\$75 application fee + pro-rated fees (\$5.00 per mo.) applies
AND Cancellation Form (Section III)*

SECTION I: Only NEW unlicensed users in the firm (having never had WMLS service or inactive for more than 30 days) who will utilize the WMLS must fully complete and submit this registration form and pay the appropriate fees (see chart on page 2) before access to WMLS will be granted. **FORM 113/License Agreement** must also accompany this form.

Firm/Branch Name: _____

Firm/Branch Address: _____

Unlicensed User's Name: _____ **Mobile#** _____

Business Email address: _____

Please select **ONE** of the following registration options for the above-named individual.

- 1) ___ Staff access to the Main Office (+ All Branches) 2) ___ Staff access to the Branch Office listed above
- 3) ___ Assistant to (**Licensed User Name**) _____

NOTE: Only the Principal/managing broker for the main office is authorized to register a user for option #1.

1. I understand that the firm will be assessed a monthly recurring fee for the above individual after the first pro-rated quarter is paid at application. Additionally, I realize that options 1-2 above enable the person to add and change all of the listings for any licensed User affiliated with the main office or the branch specified and view all MLS data as is available in the MLS system.
2. I am responsible for ensuring that this user complies with WAAR and WMLS policies and the WMLS Rules and Regulations. I certify that the above individual is employed by our firm or is employed by a licensed User affiliated with our firm. I realize that I am responsible for limiting the use of the information by the above-named individual to help licensed Users affiliated with our firm to list, appraise, and/or assist customers and clients in selling and buying properties, and that I may not allow the person access to the information for their own personal use. I understand that only registered Users are allowed access to the MLS.
3. I agree to notify WMLS within 24 hours, by completing Section III, when the unlicensed user is no longer employed by our firm or a Licensed User.
4. The WMLS Board of Directors reserves the right to deny or revoke WMLS Services for any person.
5. All users of the WMLS are required to complete 3 & 1/2 hours of training within sixty (60) days after access has been provided to the WMLS database (select class in Section II). Classes may be streamed remotely upon request (if interested please contact us). Payment of registration fee is required for class admittance. Requests to reschedule must be done in writing prior to the selected class or additional fees may apply. If you do not attend your scheduled class you must submit an additional class registration form and additional fees will apply. If class is not completed within 60 days, your WMLS access will be suspended until the requirement is fulfilled.

Principal/Managing Broker's (Participant) Signature

Date

SECTION II. Required New User Training Class Dates (must select one):

All Class Hours: 9:00 a.m. – 12:30 p.m.

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> November 13, 2020 | <input type="checkbox"/> January 15, 2021 | <input type="checkbox"/> May 14, 2021 | <input type="checkbox"/> September 10, 2021 |
| <input type="checkbox"/> December 11, 2020 | <input type="checkbox"/> February 12, 2021 | <input type="checkbox"/> June 11, 2021 | <input type="checkbox"/> October 15, 2021 |
| | <input type="checkbox"/> March 12, 2021 | <input type="checkbox"/> July 16, 2021 | <input type="checkbox"/> November 12, 2021 |
| | <input type="checkbox"/> April 16, 2021 | <input type="checkbox"/> August 13, 2021 | <input type="checkbox"/> December 10, 2021 |

SECTION III: Complete this Section to Cancel Unlicensed User Access

I understand the following:

1. My firm is responsible for all currently invoiced quarterly recurring fees for this user.
2. The user's WMLS service will be terminated on the cancellation date (see below) or the date this form is received by Association staff, whichever is later.

Firm/Branch Name: _____

Unlicensed User Name (Please Print): _____

Cancellation Date: _____

Principal/Managing Broker (Participant) Signature: _____

<u>New Unlicensed User Application DATES</u>	<u>Amount Owed @ Application</u>
October 2020	\$95.00
November 2020	\$90.00
December 2020	\$85.00
January 2021	\$95.00
February 2021	\$90.00
March 2021	\$85.00
April 2021	\$95.00
May 2021	\$90.00
June 2021	\$85.00
July 2021	\$95.00
August 2021	\$90.00
September 2021	\$85.00
October 2021	\$95.00

WMLS pro-rated quarterly fees (\$5.00 per month) + application fee (\$75) must be paid at time of application. Please use the chart to determine the amount owed.

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