



**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 15, 2019 | <input type="checkbox"/> January 17, 2020  | <input type="checkbox"/> May 15, 2020    | <input type="checkbox"/> September 11, 2020 |
| <input type="checkbox"/> December 13, 2019 | <input type="checkbox"/> February 14, 2020 | <input type="checkbox"/> June 12, 2020   | <input type="checkbox"/> October 9, 2020    |
|  | <input type="checkbox"/> March 13, 2020    | <input type="checkbox"/> July 17, 2020   | <input type="checkbox"/> November 13, 2020  |
|  | <input type="checkbox"/> April 17, 2020    | <input type="checkbox"/> August 14, 2020 | <input type="checkbox"/> December 11, 2020  |

**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 2019	\$101.25
November 2019	\$90.00
December 2019	\$85.00
January 2020	\$95.00
February 2020	\$90.00
March 2020	\$85.00
April 2020	\$95.00
May 2020	\$90.00
June 2020	\$85.00
July 2020	\$95.00
August 2020	\$90.00
September 2020	\$85.00
October 2020	\$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.**