

BROKER 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 this Association but also for WRA and NAR, 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. Check the envelope carefully and be sure to distribute dues invoices to your sales agents if they have been included in the envelope.

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

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

Q. How do I get additional lockboxes?

A. RediSafe lockboxes are only issued to brokers. The number of lockboxes assigned to you is determined by the firm's active and pended Residential and Multi-Family listings in the MLS, *plus* one box for each agent leasing a ReaderKey. After signing the initial RediSafe Lockbox Agreement, additional boxes are issued, upon request of the broker, according to the formula noted above. Lockboxes will not be released to anyone else within the firm without express written authorization from the broker.

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

A. You must make separate application and pay the application fee to join the MLS.

Q. Do I have to notify RANWW when I add a new agent?

A. You have 15 days to notify RANWW when you take on a new agent.

Q. Can I send a new agent directly to the RANWW office with their membership application and ReaderKey agreement?

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

Q. Do new members 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 new brokers or agents have immediate access to the MLS?

A. **Current licensees** (holds valid license) who are members of a Realtor® Association will have immediate access. **New licensees** who have just submitted application to the DRL will have MLS access withheld until the license is *active on the DRL 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 DRL, RANWW, WRA, NAR, Lockboxes, BookAShowing, or other appropriate entities?

A. Any necessary changes to you license or business entity must be communicated directly to the DRL. 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, Lockboxes, etc).

Q. How do I terminate an agent's license with my company?

A. After you complete the DRL Termination of Employment form, fax a copy of the termination to 1) the DRL and 2) the RANWW office. RANWW will handle termination in local, state and national associations, and the MLS, if applicable. The DRL will handle the termination of the agent's real estate license with your firm.