

Welcome!

We would like to take a moment and welcome you as a new member to the Wyoming Association of REALTORS®. This site contains a wealth of information that will be helpful to you as a new member of the association. Please take some time to familiarize yourself with the many member benefits you will receive through the Wyoming Association of REALTORS®.

Again, welcome! Please feel free to call the WAR office at any time with questions or comments. Good luck!

Sincerely,

Guyla Greenly
Executive Officer

Wyoming Association of REALTORS®

QUICK REFERENCE

Wyoming Association of REALTORS®

951 Werner Court, Suite 300, Casper, WY 82601

Phone: 307-237-7929 or 1-800-676-4085

Fax: 307-237-4085

www.wyorealtors.com

war@wyorealtors.com

Realfast Forms

1-800-571-0277

<http://realfast.com/>

<http://realfastol.com/>

Wyoming Real Estate Commission

307-777-7141

<http://realestate.state.wy.us/>

NAR

1-800-574-6500

<http://www.realtor.org>

Commonly Asked Questions

How do I get my Member's Only user name and password?

You will create your own user name and password by going through the "apply for a password" icon on the home page of the WAR Website.

How do I receive my Realfast user name and password?

You should have received an email from Realfast detailing your user name, password, registration number, key code and instructions for accessing the forms. If you have not, please call their 800-number listed above.

Who do I call regarding my license?

The Wyoming Real Estate Commission handles all aspects of your license. The WAR Office will request your license number for membership, but the office doesn't handle issuing, re-license or making a license inactive.

Where do I find information regarding continuing education?

WAR sponsors Ethics & Professional Standards classes and Caravan classes throughout the year. Each Local Board and the Real Estate Commission may also sponsor classes. All education opportunities that the WAR office is notified about are put on the WAR website at www.wyorealtors.com on the calendar. Check this frequently to find available education courses.

Who is available to help assist me with computer or software glitches?

The Wyoming Association of REALTORS® has made available to its members the Technology Hotline, call 1-888-8094-8223 during business hours to receive assistance with common questions, have your NRDS Number available.

What is a NRDS Number?

Upon acceptance of your membership, each REALTOR® member is issued a unique number called a NRDS (National Realtor Data System) number. This number is used to identify you at the local, state, and national levels. It is an important number to keep available.

Troubled relationship?



If your relationship with your computer is in need of professional help, we're the professionals to call. We're the Wyoming Association of Realtors® Technology Helpline — real, caring people you can call for help with any computer-related questions. There's no charge and no time limits. So if you're having problems with Top Producer®, Windows™ software or virtually anything else to do with your computer, call us at 888-804-8223. We'll put your relationship back on track.

WYOMING ASSOCIATION OF REALTORS®

TECHNOLOGY HELPLINE 888-804-8223



Wyoming Association of REALTORS® offers real estate forms through Realfast as a member benefit

Realfast Forms are available for all Wyoming Association of REALTOR® members as part of your dues dollars. You may access these forms through Realfast2Go or by downloading a desktop version to your computer.

To download the desktop version of Realfast forms:

You will receive an email from Realfast providing you with your registration number and product key code, along with instructions for downloading the software. Please allow 48-72 hours to receive this email once WAR has processed your information.

To access Online Realfast forms on the Realfast website:

1. You may access the forms at www.realfast2.com/realfast2go/rfindex.hta
 - a. Click Run
 - b. Username is your complete email address
 - c. Password is realfast (once you're logged in, you will be required to choose a new password)

To change your address or other contact info on Realfast forms:

Contact your local board with all changes to your contact information. Your local board will update your information and forward the changes to WAR. WAR will process your change on the state level and forward your changes to Realfast, who will in turn update your forms. Realfast will send you an email with instructions on downloading an update to your forms so the changes can take effect.

**If you need assistance, please call
Realfast at 1-800-571-0277**

"I'M A REALTOR®, I'M A PRO"

By Mike Brown

Why do you belong to the REALTOR® Association? For too many of our members, the answer is “because I have to”. Your broker makes you belong; you must be a member to join your local MLS, or some similar reason. Too few of our members understand the value that they receive from their membership. Too few understand that without the association, their task of making a living selling real estate would be considerably more difficult.

What is a REALTOR®? I fear that most of our members and a large majority of the public think a REALTOR® is someone who sells real estate. This is incorrect. Although it is true that all REALTORS® have licenses to sell real estate, not everyone with a real estate license is a REALTOR®. This is a very important distinction. In fact, a REALTOR® is a member of the National Association of REALTORS®, and reaps the benefits of that membership along with the responsibilities that come with their membership.

I would like to begin with some, but certainly not all, of the benefits.

Personal and professional integrity. Ninety years ago the National Association of REALTORS® adopted the code of ethics. It has been regularly updated, improved and adapted since that time. This code is what puts us above the “dirt peddlers” of the world. Most of us faithfully abide by it, periodically attend refresher training on it, but generally take it for granted. Take a moment and think about what your business would be like if we did not have this code to guide the way we conduct business. Think about how your MLS would be different. Would you feel comfortable having a sign in front of a property if there was nothing to prevent another agent from trying to convince the seller that they should move their listing to them. Or what about one of your buyers going to an open house hosted by a competitor. I’m sure with some imagination you can think of many “horror” stories of your own. I submit that without the code of ethics the real estate business would be in chaos and the public would rank us at the very bottom of the list of reputable professions.

Property owner’s advocate. We are the only organized group of advocates for all property owners. We constantly lobby on a national, state and local level for the right of everyone to own property and the rights of those that already own property. Our efforts have prevented burdensome taxes and costs from being imposed on property owners. We have worked to enact reasonable subdivision regulations to allow a steady stream of new, reasonably priced homes without harming the environment or existing property owners. Nationally we were able to get the capitol gains tax on personal residences changed so that it no longer adversely affected middle class families that wanted or needed to move. We regularly work with the Congress to insure adequate funding and reasonable regulations for HUD so they can continue to offer their many programs that help

home buyers. Our lobbyists are constantly on guard for proposed legislation that would be harmful to our constituents and us. The list is much longer, and grows every day, but it is easy to see that without these efforts our business climate would be much worse and the opportunities for persons that want to buy their own home or business would be severely decreased.

Quality service. Our association is constantly looking at new trends and issues that are facing our industry. As they are identified, we begin studying them and notifying our members. Often, the solution or action is easily identified, but occasionally it takes a great deal of investigation and discussion. Recently we have identified virtual office websites (VOWs), mold, and the cost and difficulty of obtaining homeowners insurance as important issues that face our members and America's property owners. In the past there was asbestos, lead based paint, buyer brokerage and many other matters that were of concern. As new issues arise, our members immediately begin receiving information so they can stay on the leading edge and be the "experts" our customers need. National, state and local associations regularly provide educational opportunities to members to keep them current on a wide variety of subjects. Nowhere else is current information so readily available to further your level of knowledge. Nowhere else is it so easy to become, and remain, a true expert in our industry. Non-members usually have to pay high prices to attend continuing education classes, if they can even find them. They must subscribe to newsletters or other sources to get even a smattering of information on current problems and trends – and these sources usually get their information secondhand from NAR.

How do you insure you are a pro, and will remain a pro? Everything is available to you – all you have to do is use it.

Get involved in your association. This does not mean you must run for President or even be a director, but you do need to attend meetings, conventions and special events. This is where you get much of the current information you need to be an expert. It also gives you the opportunity to insure that your associations are going in the right direction and are providing you with the tools you need.

Practice, believe in and enforce the code of ethics. The REALTOR® code of ethics is our heart and soul. It is our insurance that all of us will treat our customers, the public and fellow members honestly and morally. It is as strong as we make it, or as weak as we allow it to be. A big part of being a pro is being perceived as a pro. This perception comes from personal experiences or the experiences of people we trust. It is incumbent on each of us to insure that these experiences are pleasant. If we see another member violating the code, we must take immediate action to prove to everyone that our code is not just toothless words, but truly a way of life for us.

Support RPAC and our public policy activities. Our ability to remain strong advocates for property owners and our members is directly proportional to the strength of our lobbying efforts. Our lobbying efforts are directly proportional to the level of support, financial and moral, that is received from our members. Every member that actively sells real estate has received many additional dollars in commission as a direct result of something that our association has done. Each of us should contribute a minimum of \$100 to RPAC each year to insure that their efforts can continue so each of us will continue to earn those additional commissions. We also need to be quick to respond to the calls to action that come from our lobbyists. We need to let our elected officials know that the nearly 900,000 REALTOR® members (over 1500 in Wyoming) are united in our efforts to protect the rights of all property owners and are all working toward the REALTOR® goal that every American will have the opportunity to own a home.

Take advantage of educational opportunities. We need to stop scheduling our education classes around our CE requirements and begin attending classes to learn about something that will help us be more knowledgeable and professional. If you concentrate on learning for the sake of increasing your level of knowledge, you will have the CE hours when it comes time to renew your license. The opportunities are available to put us on the leading edge of our industry. It is up to us to take advantage of them.

Think of yourself as a pro and act like one. If you walk like a duck and quack like a duck, most people will think you are a duck. If you look in a mirror and see a pro, and your actions are those of a pro, you will quickly become a pro.