

REALTORS® ASSOCIATION OF NORTHEAST WISCONSIN MLS
KEYHOLDER AGREEMENT ADDENDUM

February 2022

REPORT OF CRIMINAL ARRESTS, CONVICTIONS, AND/OR PENDING CHARGES OR IF YOU HAVE HAD A LOCKBOX KEY DENIED, REVOKED OR RESTRICTED PRIOR TO THIS KEY APPLICATION.

You must complete this form *if, and only if*, you checked “yes” in Section 18, 19, 20 of your Keyholder Application/Agreement, in reference to any arrests and/or convictions for criminal felonies or misdemeanors.

Your Keyholder Lease and Usage Application/Agreement states that you have been arrested and/or convicted of a criminal activity, felony or misdemeanor in the past seven years, and/or such charges are presently pending against you. The Fair Employment Act (Chapter 111 of the Wisconsin Statutes) prohibits employment discrimination on the basis of arrest and/or conviction records, unless the circumstances of the arrest and/or conviction substantially relate to circumstances of the particular job or license activity. The information requested in this form will be used to determine whether your application should be granted, approved with limitations, or denied.

This form must be signed and notarized. Information you provide in this form or documents attached thereto may be verified against court information records, and omission of any information on this form will be considered a false statement on an application. For questions, please contact the REALTORS® Association of Northeast Wisconsin, MLS, Inc. Office: 920-739-9108.

Please Type or Print in Ink

Name: _____ Date of Birth: _____

Address: _____

Social Security Number**: _____

**This information helps us but is voluntary.

MLS Member Company Affiliated with: _____

WI Real Estate, Appraiser, or Home Inspector License #: _____

Please answer questions 1 – 8 *completely* and submit to RANW MLS with paperwork (see “Information to be Provided with This Addendum” section).

1. List any other names you have ever used, especially any names under which you have been arrested.

2. List all misdemeanors and felonies, and other criminal violations of state or federal law which you have ever been arrested and/or convicted for, in this or any other state, and, whether or not the conviction resulted from a plea of no contest, a guilty plea or verdict. For each, list the date of arrest, date of conviction, the location of the court (county and state) and the complete sentence received (fine, imprisonment, restitution order, probation, etc.). Explain and attach appropriate documents.

Date of Arrest (What were you arrested for?)	Nature of Arrest Conviction	Date of (What were you convicted of?)	Nature of Conviction (eg., misdemeanor, felony, etc)	Severity of Conviction
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Court Jurisdiction / Location	Sentence
_____	_____
_____	_____
_____	_____

3. Have you ever been sentenced to probation, been placed on parole, or been ordered to pay restitution?
 Yes _____ No _____
4. If your answer to the above is "yes", did you successfully complete probation or parole, or make restitution as ordered?
 Yes _____ When? _____ No _____ Explain _____
5. List the name(s), address(es) and phone number(s) of any probation or parole officer(s) presently or previously assigned to you or your case(s).
6. List all felonies, misdemeanors and other violations of state or federal law **for which you have been arrested in the past seven (7) years, and which are pending**. For each, list the date of arrest, the location of the court (county and state), and the current status of the charge. Explain and attach appropriate documents.

Offense	Current Status	Date	Location

7. Give a brief explanation in regards to your conviction or pending charges. Attach another sheet if necessary.

8. Have you ever had a lockbox key denied, suspended, or revoked by this MLS or any other MLS/Association? If yes, please give a brief explanation and dates of the previous denial, suspension, or revocation of lockbox key and any supporting documents.

Information to be Provided with This Addendum

In addition to filling out the "Application Addendum" and in order to assist the MLS Board of Directors and its legal counsel with information necessary to make its determination hereunder, **you are to provide:**

1. **Detailed statement from you** explaining the convictions and reasons in favor of the MLS granting your request.
2. **Written statement from your Company's Authorized Representative** in favor of your Application for Keyholder Lease and Usage.
3. **Copies of criminal complaint; copies of any and all court papers, pleadings, court orders and judgments, pertaining to your case; copy of any sentencing report.**
4. **Copies of any limitations and/or conditions on your license** to practice real estate or appraiser real property as issued by the Wisconsin Department of Regulation and Licensing.
5. If you had a Probation Officer, **a letter of recommendation from your Probation Officer**. The letter of recommendation to specifically address evidence of rehabilitation, and opinion as to present fitness to be granted access to the Electronic Key Box Program.
6. References from former employers or other appropriate parties relevant to your fitness to hold an Electronic Lockbox Key.
7. Submission of your fingerprints if requested by the Board of Directors. Fingerprints give the Board of Directors access to or for a FBI criminal record check.
8. **Any other information** the MLS Board of Directors may deem necessary to make their determination.
9. Any information regarding previous denial, suspension, or revocation of lockbox key.

You acknowledge by your signature hereto, that the MLS Board of Directors may take the following Factors into consideration in making this determination, but the same are not a limit to what factors may be considered:

FACTORS USED IN DETERMINATION OF REQUEST

National Association of Realtors Policy on Criminal Investigation for Lockbox Key Holders

Associations and MLSs may refuse to sell or lease lockbox keys, may terminate existing key lease agreements, and may refuse to activate or reactivate any key held by an individual who has been convicted of a crime within the past seven (7) years under the following circumstances:

- A. The association or MLS determines that the conviction(s) relates to the real estate business or puts clients, customers, other real estate professionals, or property at risk, for example through dishonest, deceptive, or violent acts; and
- B. The association or MLS gives the individual an opportunity to provide and the association or MLS must consider mitigating factors, related to the individual’s criminal history, including, but not limited to factors such as the:

FACTORS USED IN DETERMINATION OF REQUEST

- 1. The individuals age at the time of conviction(s)
- 2. The nature of the crime and seriousness
- 3. The relationship of any of the above to the purposes for limiting lock box access.
- 4. The extent to which access (or continued access) might afford opportunities for you to engage in similar criminal type activity.
- 5. The extent and nature of past criminal activity.
- 6. Time since criminal activity was engaged in.
- 7. Rehabilitation efforts undertaken by applicant since the conviction.
- 8. Evidence of current fitness to practice real estate.
- 9. Truthfulness and integrity of the information provided for the purposes of the investigation.

AFFIDAVIT OF APPLICANT

I state that I am the person referred to in this document and that all the information which I stated above and have otherwise provided or may provide in connection with this request is true in every respect. I understand that false or forged statements made in this document or in any documents or statements submitted in connection with my application, or failing to provide relevant information, may be grounds for denial of the application and/or revocation of any Lockbox System access or other privileges granted to me.

Keyholder / Applicant Signature

Date

Signed and sworn to before me this ____ day of _____, _____.

Signature of Notary Public

SEAL

My commission (expires _____) (is permanent).

ACKNOWLEDGEMENT AND AGREEMENT

I have read the RANW MLS Lockbox Keyholder Application/Agreement and this Addendum and agree to comply with all of its terms and conditions.

Keyholder / Applicant Signature

Date

Authorized Representative for Company

Date