



Greater Antelope Valley
Association of REALTORS®

1112 West Avenue M-4
Palmdale, CA 93551
Phone: (661) 726-9175 ☐ Fax: (661) 726-9199
Website: www.gavar.org
Rapattoni Help Line: (866) 730-7114

APPLICATION FOR CLERICAL USER

(A COPY OF YOUR DRIVER'S LICENSE IS REQUIRED)

Date: _____

Clerical User's Name: _____ Date of Birth: _____

Office Name: _____

E-Mail Address: _____

What Member will you be assisting? _____

Are you licensed? YES _____/NO* _____ If yes, please state your license #: _____

Assistant I.D.#

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Password

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*Guidelines for clerical users (unlicensed)

(Current as of January 11, 2000 Legislative/Regulatory Activity. Prepared by the National Association of REALTORS®)

The California Department of Real Estate (DRE) has promulgated "Guidelines" on what unlicensed clerical users may and may not do. The guidelines provide a safe harbor such that voluntary compliance will not subject licensees to DRE challenge.

Under the guidelines, unlicensed clerical users may not:

1. Show or exhibit property
2. Discuss terms or conditions of a possible sale
3. Discuss other features of the property such as location, neighborhood, schools
4. Engage in other conduct which "is used, designed, or structured for solicitation purposes ..."
5. Attempt to induce the prospective client
6. Give any Multiple Listing Service information to the public
7. Provide information about a property unless obtained from a data sheet prepared by a licensee or a principal and that fact is revealed to the person requesting the information
8. Discuss the content, relevance, importance, or significance of the documents or instruments being prepared, delivered, or signed with a principle or service provider

_____(Initials) I understand that MLS orientation and a Rapattoni training class is mandatory for all new clerical users before being given access to the MLS. These two requirements must be met **prior** to gaining access to the MLS. It is **your** responsibility to contact GAVAR for the next available dates. (661-726-9175)

Member Signature

Date

Clerical User Signature

Date

FOR OFFICE USE ONLY: Date completed MLS Orientation: _____ Date Completed Rapattoni Class: _____