



Greater Antelope Valley
Association of REALTORS®

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

APPLICATION FOR CLERICAL ASSISTANT

DO NOT FAX - (APPLICATION MUST BE SUBMITTED IN PERSON BY APPLICANT)

Pro-rated MLS fees due now: (Feb 1- Feb 29, 2012) \$50.00 – MLS fees are billed semi-annually at \$60.00 to your Broker Jan-June / July-Dec
Please include a copy of driver's license for identification purposes. NO REFUNDS or transfer of fees / Make all payments to GAVAR

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

Office Name: _____ Firm #: _____

E-Mail Address: _____ Contact/Cell Phone #: _____

What GAVAR Member will you be assisting? _____

Are you licensed? ****YES** _____ **NO** _____ License # _____ If yes, please provide a copy of license.

**If you are licensed, you may not qualify for clerical assistant classification, license status will be verified)

Assistant I.D.#
GAVAR will
provide this number

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Password
You choose 3
numbers

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*Guidelines for clerical assistants (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 assistants 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 assistants 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 have received a copy of the MLS Rules & Regulations which I will be required to take to the orientation. I understand that MLS orientation and a Rapattoni training class is mandatory for all new clerical assistants **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 request dates and location of orientation if you are not given such information at time of joining.

Member Signature

Date

Clerical Assistant Signature

Date

Broker Signature _____ Date _____ Dates given for orientation: _____ or _____

FOR OFFICE USE ONLY: Alternate ID #: _____ Photo taken: _____ Date completed MLS Orientation/Rapattoni Class: _____