



## GAVAR Clerical Assistant Application

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- GAVAR is accepting applications via email and in person. The GAVAR office is open Monday-Friday from 9a.m. – 4p.m. and GAVAR staff typically goes to lunch from 12:15p.m. – 1p.m.
- The application will be processed within 24hrs of receiving payment. If payment is made after 4p.m. the application will not be processed until the following business day. Current office hours are 9a.m.-4p.m. Monday-Friday (excluding holidays).

Please send application to [natalygavar@gmail.com](mailto:natalygavar@gmail.com)

If you are licensed and hanging your license with an office, you may not qualify for Clerical Membership.

\*Fees are subject to change at any time

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### Clerical Assistant Check list

- Membership Application
- Copy of Drivers License
- Broker of Record signature



Greater Antelope Valley Association of REALTORS®

1112 West Avenue M-4 Palmdale, CA 93551
Phone: (661) 726-9175
Website: www.gavar.org

Membership hours: 9 A.M. – 4 P.M. (Monday – Friday) (excluding holidays)
Lunch hours (12:15 P.M. – 1:00 P.M.)

APPLICATION FOR

CLERICAL ASSISTANT

Please e-mail the application to:

Natalygavar@gmail.com

\*Clerical Assistant Name:

\*Office Name:

Office Address:

\*Cell Phone:

\*Date of Birth:

\*E-mail:

\* Have you been a previous member:

\*Are you (Clerical Assistant) licensed? Y N

Clerical Assistant License

#:

\*If so, please provide a copy of license.

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

\*Name and agent ID of GAVAR member will you be assisting:

(PLEASE PRINT NAME):

Agent ID: gant.

\* (Initials) I understand that a new member MLS training class is mandatory for all new clerical assistants before being given access to the MLS. This requirement must be met prior to gaining MLS access to the MLS. It is your responsibility to request dates & location of Orientation if you are not given such information at time of joining.

X

\*Clerical Assistant Signature Date

X

\*Signature of member you will assist Date

X

\*Broker Signature Date

ASSISTANT ID
Provided by GAVAR

Grid for Assistant ID

Clerical Assistant Fees

Application Fee: \$50.00

(March 2023-October 2023) Assistant MLS Dues: \$144

Clerical Amount Due: \$194

Mandatory guidelines/requirements for joining:

Please include a copy of your Driver's License for identification purposes

Prior to receiving MLS Access, you must attend a GAVAR Orientation class.

Next Orientation Dates:

TBD

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) Click here for the current MLS Rules and Regulations.

GAVAR Office Use only

Firm#: Alternate ID# Orientation Complete Date Staff Initials