



GAVAR Clerical Assistant Application

- Due to the growing public health concerns associated with the COVID-19 (coronavirus) and the state of emergency declared by California, GAVAR has suspended the requirement to apply for membership in person. Your membership will be activated upon submission of all required paperwork.

Please send application to 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

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 (12:30 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

--	--	--	--	--

Clerical Assistant Fees

Application Fee: \$50.00

(October 2021-April 2022) Assistant MLS Dues: **128.00**

Clerical Amount Due: \$178.00

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 _____