



Guam Association of REALTORS®

"The Voice of Real Estate on Guam"

☐ Office Transfer

☐ Reinstatement

Change of Status Checklist (MEMBER USE ONLY)



☐ Official documents to be submitted to Department of Revenue & Taxation:

- GAR's **"Change of Status"** form to be stamped by DRT (Provide GAR a copy)
- Old Real Estate License & Real Estate ID (Provide GAR a copy)
- Old Appraisal License or Certificate (Provide GAR a copy)

☐ Copy of Real Estate License or Appraisal License/Certificate

☐ Copy of new Real Estate ID

☐ Copy of Photo ID

☐ Copy of Notice and Application to Transfer License

☐ Member must clear all outstanding balances with GAR:

☐ **OFFICE TRANSFER FEE: \$225.00**

The member has 30 days from the date of disaffiliation to complete the office transfer; thereafter, a reinstatement fee will be applied accordingly.

☐ **REINSTATEMENT FEE: \$250.00**

The member has 1 year from the date of disaffiliation to complete the reinstatement; thereafter, member will be considered a new member and must complete the new member process.

ACCEPTABLE FORMS OF PAYMENT: Check, Cashier's Check or Money Order. Payable to GUAM ASSOCIATION OF REALTORS® or GAR. NO OFF ISLAND CHECKS AND NO CASH. Late Fees are assessed if dues are not received by the due date.