



Guam Association of REALTORS®

“Voice for Real Estate”

New Member Checklist

Be sure to copy your Real Estate Application for Salesperson, Broker, Appraiser (*Principal or Associate*) before submitting to Department of Revenue & Taxation, and provide the copy to GAR.

Submit GAR/MLS Application (*Original Copy*)

Copy of Real Estate License or Appraisal License/Certificate

Copy of Real Estate ID

Copy of Photo ID

Police Clearance within 30 days of issuance (*Effective January 1, 2018*)

Total Payment: Amount due by scheduled Appointment date

\$_____ New Member Application & Processing Fee (*One Time Fee/Non-Refundable*)

\$_____ GAR Member Dues

\$_____ MLS Member Subscriber Fee (*One Time Fee/Non-Refundable*)

\$_____ MLS Member Quarter dues

\$_____ Code of Ethics Certificate

IMPORTANT

- **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.**
- Principal or Office must notify GAR in writing regarding new agent within 30-Days from the date of license. Failure to Notify Association of New Agent:
 - Written Warning – 1st offense
 - \$250.00 – 2nd Offense
 - \$500.00 – 3rd Offense and thereafter
- Office Principal Brokers/Appraisers are responsible for any and all non-member assessment relating to non-member licensees in the office. The assessment will be billed, should the agent opt out in joining after 30 days of the license effective date.
- Exclusive New Member Access will be granted at the scheduled appointment once full payment is received. Mandatory requirements must be completed within 60 days.
- *Until further notice, GAR will accept Documents electronically.*

02.2021