



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's Forms: GAR Membership Application, MLS Subscriber Agreement, Supra Lease Agreement, and New Member Timeline.
- ☐ 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
- ☐ Total Payments: *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 1st | 2nd | 3rd | 4th 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.*

01.2023