



Guam Association of REALTORS®

"Voice for Real Estate"

New Principal / Office Checklist



☐ Submit: GAR Application, MLS Participant Agreement, GAR's Change of Status Form.
(Original copy)

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

☐ Copy of new Real Estate License or Appraisal License/Certificate

☐ Copy of Business License

☐ Copy of Photo ID

☐ Check Payment:
\$750.00 New Office Fee (One Time Fee)
\$750.00 MLS Participant Fee (One Time Fee)
\$ _____ MLS Member Quarter Dues

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.
- *Until further notice, GAR will accept Documents electronically.*