



Guam Association of REALTORS®

"Voice for Real Estate"

New Member Checklist

(Broker/Salesperson/Appraiser)

- ☐ 1. Membership Application
 - Please complete the application in full
 - Complete Broker of Record information; Item #4 on *Page 2*
 - Agent initials on Item #5 and #6 on *Page 4*
 - Agent and Broker of Record to sign on *Page 5*
- ☐ 2. Copy of the first page of your Real Estate Application WITH DRT Received Stamp, and a copy of your paid Treasurer of Guam receipt.
- ☐ 3. MLS Subscriber Agreement
 - Broker of Record and Agent to sign
- ☐ 4. Supra Sub-Lease/License Agreement
- ☐ 5. Police Clearance
 - Must be dated within 30 days of issuance
- ☐ 6. Photo ID
 - ID must be current
 - Guam Driver's License or Passport is acceptable
- ☐ 7. Copy of Real Estate License or Appraisal License/Certificate, when received
- ☐ 8. Payment of applicable fees (see attachment on Conditions, Dues and Fees)

Email your application with the complete supporting documentation to garadmin@guamrealtors.com with subject line: NEW MEMBER APPLICATION <YOUR NAME> or submit to the GAR office.

Allow 3 to 5 business days to process your application after all required documentation is received. An appointment is required after membership is approved. The GAR office will contact you with an appointment.

Exclusive New Member Access will be granted at the scheduled appointment after full payment is received.

Mandatory requirements must be completed within 60 days.



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CONDITIONS, DUES and FEES

(New Member)

- ❖ The Principal or Office must notify GAR in writing regarding the 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 assessments 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.

NEW MEMBER APPLICABLE DUES AND FEES:

\$400.00 New Member Application & Processing Fee (*Non-Refundable*)

\$600.0 MLS Member Subscriber Fee (*Non-Refundable*)

Please note, that if your membership is inactive, for any reason, for more than 12 months, you must reapply as a New Member to the GUAM ASSOCIATION OF REALTORS®. The fees above will apply to all New Member status.

\$550.00 GAR Member Dues (JAN start month) **OR** contact GAR for prorated dues

\$220.00 MLS Member 1st Qtr. dues **OR**

\$205.00 MLS Member 2nd/3rd/4th Qtr.

\$15.00 Code of Ethics Certificate (given after proof of completion)

- ❖ 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 please.