



Greater Antelope Valley
Association of REALTORS®

1112 West Avenue M-4 Palmdale, CA 93551
Phone: (661) 726-9175
Website: www.gavar.org

Membership hours: 8:30 A.M. – 4:00 P.M. (Monday – Friday)
Closed for lunch: 12:00 p.m.-1:00 p.m.

**APPLICATION FOR
CLERICAL ASSISTANT**

Please e-mail the application to:
Natallygavar@gmail.com

Orientation date will be provided upon application submission.

8:30 A.M. – 4:00 P.M. (Monday – Friday)
Payment: Visa, MasterCard, Discover, Cash
(No Checks)

*Clerical Assistant Name: _____

*Office Name: _____

*Name of GAVAR member will you be assisting:

Agent ID: **gant.** _____

*Cell Phone: () _____

*Date of Birth: ____/____/____

*E-mail: _____

*Are you (Clerical Assistant) licensed? Y _____ N _____

*** Clerical Assistant License**

#: _____

*If so, please provide a copy of license.

**If you are licensed, you may not qualify for clerical assistant classification, license status will be verified.

ASSISTANT ID

Provided by GAVAR

gant.

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Clerical Assistant Fees

Pro-rated MLS Dues: (March 2018- April 2018): \$20

Application Fee: \$50.00

(March 2018 - April 2018) Assistant MLS Dues: **\$20.00**

Clerical Amount Due: \$70.00

Mandatory guidelines/requirements for joining:

•Please include a copy of your Driver's License for identification purposes

•Prior to receiving MLS Access, you must attend a GAVAR Orientation class.

Next Orientation Dates:

Tuesday, March 6th, 2018

Time: 1p.m. – 4p.m.

Location: GAVAR Office

1112 West Ave M4

Palmdale, CA 93551

Current as of January 11, 2000 Legislative/Regulatory Activity, Prepared by the National Association of REALTORS®

The California Department of Real Estate (DRE) has promulgated "Guidelines" on what unlicensed assistants may and may not do. The guidelines provide a safe harbor such that voluntary compliance will not subject licensees to DRE challenge:

Under the guidelines, unlicensed Assistants may not:

1. Show or exhibit property
2. Discuss terms or conditions of a possible sale
3. Discuss other features of the property such as location, neighborhood, schools
4. Engage in other conduct which "is used, designed, or structured for solicitation purposes..."
5. Attempt to induce the prospective client
6. Give any Multiple Listing Service information to the public
7. Provide information about a property unless obtained from a data sheet prepared by a licensee or a principal and that fact is revealed to the person requesting the information
8. Discuss the content, relevance, importance, or significance of the documents or instruments being prepared, delivered, or signed with a principle or service provider

* _____ (Initials) I have received a copy of the MLS Rules & Regulations which I will be required to take to the orientation. I understand that MLS Orientation & a Flex training class is mandatory for all new clerical assistants **before** being given access to the MLS. These two requirements must be met **prior** to gaining MLS access to the MLS. It is your responsibility to request dates & location of Orientation if you are not given such information at time of joining.

X _____
*Clerical Assistant Signature Date

X _____
*Signature of member you will assist Date

X _____
*Broker Signature Date

GAVAR Office Use only

Firm#: _____ Alternate ID# _____ Orientation Complete Date _____ Staff Initials _____