



Greater Antelope Valley  
Association of REALTORS®

1112 West Avenue M-4 Palmdale, CA 93551  
Phone: (661) 726-9175  
Website: [www.gavar.org](http://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:  
[Natalygavar@gmail.com](mailto:Natalygavar@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.

<b>ASSISTANT ID</b> Provided by GAVAR	gant.					
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**Clerical Assistant Fees**

Pro-rated MLS Dues: (May 2018- October 2018): \$60

Application Fee: \$50.00

( May 2018- October 2018) Assistant MLS Dues: **\$60.00**

Clerical Amount Due: **\$110.00**

**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, May 1<sup>st</sup>, 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

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 \_\_\_\_\_