



GAVAR Clerical Assistant Application

- GAVAR is accepting applications via email and in person. The GAVAR office is open Monday-Friday from 9a.m. – 4p.m. and GAVAR staff typically goes to lunch from 12:15p.m. – 1p.m.
- The application will be processed within 24hrs of receiving payment. If payment is made after 4p.m. the application will not be processed until the following business day. Current office hours are 9a.m.-4p.m. Monday-Friday (excluding holidays).

Please send application to natalygavar@gmail.com

If you are licensed and hanging your license with an office, you may not qualify for Clerical Membership.

*Fees are subject to change at any time

Clerical Assistant Check list

- Membership Application
- Copy of Drivers License
- Broker of Record signature

2024 GAVAR NEW Clerical Assistant Membership Fees Breakdown

Fees are subject to change at any time. NO REFUNDS

January 2024 MLS App Fee-\$50 MLS Access Jan-April 2024- \$72 Total- \$122	February 2024 MLS App Fee-\$50 MLS Access Feb-April 2024- \$54 Total- \$104	March 2024 MLS App Fee-\$50 MLS Access Mar-Oct 2024- \$144 Total- \$194	April 2024 MLS App Fee-\$50 MLS Access April- Oct 2024- \$126 Total- \$176
May 2024 MLS App Fee-\$50 MLS Access May-Oct 2024- \$108 Total- \$158	June 2024 MLS App Fee-\$50 MLS Access June-Oct 2024- \$90 Total- \$140	July 2024 MLS App Fee-\$50 MLS Access July-Oct 2024- \$72 Total- \$122	August 2024 MLS App Fee-\$50 MLS Access Aug-Oct 2024- \$54 Total- \$104
September 2024 MLS App Fee-\$50 MLS Access Sep-Oct 2024- \$36 Total- \$86 After Sep 15 th -\$194	October 2024 MLS App Fee-\$50 MLS Access Oct '24- April '25- \$126 Total- \$176	November 2024 MLS App Fee-\$50 MLS Access Nov 24' -April '25- \$108 Total- \$158	December 2024 MLS App Fee-\$50 MLS Access Dec 24' -April '25- \$108 Total- \$140

***GAVAR MLS Billing goes out twice a year. You will receive a bill from us in March and September.**



Greater Antelope Valley
Association of REALTORS®

1112 West Avenue M-4 Palmdale, CA 93551

Phone: (661) 726-9175

Website: www.gavar.org

Membership hours: 9 A.M. – 4 P.M. (Monday – Friday) (excluding holidays)
Lunch hours (12:15 P.M. – 1:00 P.M.)

*Clerical Assistant Name: _____

*Office Name: _____

Office Address: _____

*Cell Phone: () _____

*Date of Birth: ____/____/____

*E-mail: _____

*Have you been a previous member: _____

*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.

*Name and agent ID of GAVAR member will you be assisting:

(PLEASE PRINT NAME) : _____

Agent ID: gant. _____

* _____ (Initials) I understand that a new member MLS training class is mandatory for all new clerical assistants **before** being given access to the MLS. This requirement 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.

* _____ (Initials) [Click here for the current MLS Rules and Regulations.](#)

X _____

*Clerical Assistant Signature

Date

APPLICATION FOR CLERICAL ASSISTANT

Please e-mail the application to:

Natalygavar@gmail.com

ASSISTANT ID
Provided by GAVAR

Please leave this blank Staff use

gant. _____

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:

TBD

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 _____

*Signature of member you will assist

Date

X _____

*Broker Signature

Date

GAVAR Office Use only

Firm#: _____ Alternate ID# _____ Staff Initials _____