

We want to help your new agent make a smooth and speedy transition. For the best experience, we have provided the following:

New agent membership:

1. **License** must be shown as active in TREC under your brokerage
2. **Application** is made online
3. **GLAR will email the agent** acknowledging the receipt of the application and **outlining membership fees**
4. **Agent contacts GLAR to make payment** for the fees (as is stated in their email)
5. GLAR sets up **record**
6. **Orientation** is scheduled for agent
7. Agent is sent link to NAR **Code of Ethics** course which must be completed to get MLS access
8. **MLS credentials** sent to agent
9. Complete the **MLS video course and quiz** (replaces the afternoon portion of orientation)

Transferring agents to GLAR should:

1. Check with their current Association for their **required documentation** of transfer (Agent status change, etc). Without proper documentation, the Association may continue to bill the agent for membership and/or MLS
2. If transferring **to another Association**, the Association will request/send a **Letter of Good Standing** directly. Agents do not need to request directly.
3. If transferring **to GLAR** from another Association, GLAR will request the Letter of Good Standing; agent will not need to do so.
4. Verify **TREC** shows agent under the new broker
5. Complete any/all **membership applications** required by new Association (all GLAR applications are on our website)
6. **GLAR will email the agent** acknowledging the receipt of the application and **outlining membership fees due GLAR, if any***
7. Verify where **key service** will kept

* As a courtesy, GLAR honors all membership fees paid to another local Association for the current year, as well as MLS fees for the current quarter.

Disassociating agents (license inactive or expired or transferring to another broker not with GLAR):

Broker is to notify GLAR in writing immediately when an agent disassociates from their sponsorship. TREC does NOT notify the Association.

GLAR will review and credit any applicable outstanding invoices
GLAR will make Supra key inactive and notify agent