



# Guam Association of REALTORS®

“Voice for Real Estate”

- Office Transfer
- New Office/ PB or PA
- Reinstatement

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## Change of Status Checklist



Official documents to be submitted to Department of Revenue & Taxation:

- GAR’s “Change of Status” form to be stamped by DRT (Provide GAR the original)
- Old Real Estate License & Real Estate ID (Provide GAR a copy)
- Old Appraisal License or Certificate (Provide GAR a copy)

Copy of new Real Estate License or Appraisal License/Certificate

Copy of new Real Estate ID

Copy of Photo ID

Copy of DRT’S “Official Notice & Application to Transfer License” Form

Member must clear all outstanding balances with GAR:

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**OFFICE TRANSFER FEE:** Please contact GAR office for more details.

The member has 30 days from the date of disaffiliation to complete the office transfer; thereafter, a reinstatement fee will be applied accordingly.

**NEW OFFICE FEE:** Please contact GAR office for more details.

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**REINSTATEMENT FEE:** Please contact GAR office for more details.

The member has 1 year from the date of disaffiliation to complete the reinstatement; thereafter, member will be considered a new member and must complete the new member process.

**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.** Late Fees are assessed if not paid timely.

- Until further notice, GAR will accept Documents electronically.