



UNLICENSED ASSISTANT/USER MEMBERSHIP INFORMATION

Thank you for your interest in joining GACAR. To be considered for a GACAR Assistant/User Membership with Stellar MLS access, those applying **CANNOT** be a Licensed Agent/Sales Associate in DBPR. **STELLAR REQUIRES ASSISTANTS BE UNLICENSED IN DBPR.**

WHEN APPLYING FOR AN ASSISTANT/USER MEMBERSHIP, PLEASE SUBMIT THE FOLLOWING:

1. Completed Unlicensed Assistant/User Application – Signed by Assistant **and** Broker
2. Permissible Activities of Unlicensed Assistants - Signed by Assistant **and** Broker
3. Completed Credit Card Authorization for Assistant/USER GACAR Membership Fees (\$25) or you can call GACAR to make payment – (352) 332-8850.
4. If applicable, completed Credit Card Authorization for Supra eKey Activation. Information to activate your Supra eKey will be sent within 24-hours of your onboarding.
5. Please allow up to 24-hours to process your membership request.

PRORATED FEE STRUCTURE:

1. GACAR will collect your one-time \$25 Set-up Fee.
2. Within 24-hours of your onboarding with GACAR, Stellar MLS will send an invoice to make payment for their portion of your membership fees (see proration chart).
3. Annual billing (Oct 1 – Sept 30), will be sent by Stellar MLS to the Broker for renewal in August.

UNLICENSED ADMIN/ASST	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
GACAR Set-up Fee (ONE TIME) - Paid to GACAR	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Stellar MLS Set-up Fee (ONE TIME) - Paid to Stellar	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
Stellar MLS Admin Fee - Paid to Stellar	\$125.00	\$114.58	\$104.16	\$93.74	\$83.32	\$72.90	\$62.48	\$52.06	\$41.64	\$31.22	\$20.80	\$10.38
TOTAL FEES	\$205.00	\$194.58	\$184.16	\$173.74	\$163.32	\$152.90	\$142.48	\$132.06	\$121.64	\$111.22	\$100.80	\$90.38

Once your application is approved and payment is made for your \$25 GACAR set-up fee, login information will be sent to access GACAR and Supra (if applicable). Within 24-hours of your onboarding with GACAR, Stellar MLS will email an invoice for your balance due (see proration chart), class registration and activation information.

NOTE: Before Add/Edit MLS access is granted, Stellar MLS requires completion of (3) trainings within 60-days of onboarding: Basic, Compliance 101 and Add/Edit. Stellar manages the registration for their classes.

Please return the completed Unlicensed Assistant/User Application to: Carla S. Hill, Membership Coordinator at chill@gacar.com. For more information, please call GACAR (352) 332-8850.

Thank you for your interest in joining GACAR.



ASSOCIATION: Gainesville-Alachua County Association of Realtors®

UNLICENSED ASSISTANT/USER APPLICATION

To be considered for membership, complete the requested information indicated below.

DATE: _____

ASSISTANT/USER CONTACT INFORMATION (REQUIRED - Complete entire section)

Assistant/User Name: _____

Home Address: _____

City/ST/Zip: _____

Phone: _____ Work Email: _____

Ever been a Licensed Agent? ☐ Yes ☐ No If Yes, indicate License#: _____

Have you ever been issued a NRDS ID #? ☐ Yes ☐ No If yes, list # _____

BROKER/OFFICE CONTACT INFORMATION (REQUIRED - Complete entire section)

Broker: _____ Broker NRDS# _____

Broker Phone: _____ Broker Email: _____

Office: _____ Office Phone: _____

Office Address: _____ City/ST/Zip: _____

ACCESS LEVEL - ASSISTANT/USER (REQUIRED - Please check one)

☐ Personal Assistant – Provides access to ONLY **ONE** Agent's listings.

Assigned to Agent (*indicate name*): _____

☐ Office Assistant - Access to **ALL** listings owned by the office listed on this form.

Assigned to Office (*indicate office name*): _____

☐ Company Assistant - Access to **ALL** listings owned by the office listed on this form and any branch office.

Assigned to Office (*indicate office name*): _____

SUPRA ACCESS – ASSISTANT/USER (Optional)

Supra eKey access for Assistant/User? ☐ YES (*) ☐ NO

(*) Attached CC Auth form must be completed with **BROKER'S PAYMENT INFORMATION** and submitted for access. Please allow 24-hours for processing.

SIGNATURES (Signatures required)

Broker Signature: _____ Date: _____

Assistant/User Signature: _____ Date: _____



**Gainesville-Alachua County
Association of REALTORS[®], Inc.**
1750 NW 80th Boulevard * Gainesville, Florida 32606
Telephone: (352) 332-8850 Fax: (352) 331-7911
E-mail: chill@gacar.com Website www.GACAR.com

CREDIT CARD AUTHORIZATION FORM

GAINESVILLE-ALACHUA COUNTY ASSOCIATION OF REALTORS

PHONE: (352) 332-8850

FAX: (352) 331-7911

RETURN BY EMAIL TO: Carla Hill, chill@gacar.com

GACAR ITEM/PURCHASE	AMOUNT	VISA	MC	AMEX	DISCOVER
NEW ADMIN - GACAR SET-UP FEE	\$25.00				

**I AUTHORIZE THE GAINESVILLE-ALACHUA COUNTY ASSOCIATION OF
REALTORS TO CHARGE MY CREDIT CARD ACCOUNT IN THE AMOUNT OF
\$___ FOR THE PURPOSE(S) INDICATED ABOVE.**

MEMBER: _____

CREDIT CARD # _____ **EXP** ____ / ____ **CVS:** _____

NAME ON CARD: _____

BILLING ADDRESS FOR CREDIT CARD ACCOUNT:

_____ **ZIP:** _____

PHONE: _____

EMAIL: _____

☐ Phone Order

☐ Email

☐ Office – Check / Credit /Cash

Check # _____

SIGNATURE: _____ **DATE:** ____ / ____ / ____



CREDIT CARD AUTHORIZATION FORM

**GAINESVILLE-ALACHUA COUNTY ASSOCIATION OF REALTORS
SUPRA FEES**

**(352) 332-8850
FAX (352) 331-7911**

SUPRA ACTIVATION FEE	AMOUNT	VISA	MC	AMEX
Supra Activation Fee - Admin	\$50.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**I AUTHORIZE THE GAINESVILLE-ALACHUA COUNTY ASSOCIATION OF
REALTORS / GAINESVILLE MLS TO CHARGE MY CREDIT CARD ACCOUNT**

**IN THE AMOUNT OF \$ _____ FOR THE PURPOSE(S) INDICATED ABOVE. CREDIT
CARD # _____ - _____ - _____ - _____ EXP ____ / ____**

Supra key pin: _____

NAME ON CARD _____

BILLING ADDRESS FOR CREDIT CARD ACCOUNT

ZIP _____

Email: _____

SIGNATURE _____ **DATE** ____ / ____ / ____