

## **AFFILIATION: NEW AGENT CHECKLIST**

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### **Licensing Documents Licensee Needs to Provide**

- Department of Consumer Protection- CT Salesperson- State Portion Certificate
- Department of Consumer Protection- CT Salesperson- General Portion Certificate
- Both certificates need to be signed by licensee and Broker of Record
- Both certificates and the accompanying check need to be mailed to the address provided on the certificates
- The State of Connecticut's licensing website will be updated when the licensee is officially processed
  - <https://www.license.ct.gov/lookup/licenselookup.aspx>

### **Licensing Documents Office Will Provide to Licensee**

- SmartMLS Subscription Application and Agreement
  - [https://smartdesk.smartmls.com/hc/article\\_attachments/36693876710171](https://smartdesk.smartmls.com/hc/article_attachments/36693876710171)
- Online link to Application for Realtor Membership
  - <https://www.gharonline.com/forms/realtor-membership-application/>
- iBox and eKey License Agreement
  - [https://www.gharonline.com/clientuploads/PDFs/eKey-iBox\\_BT\\_LE\\_License\\_Sub-Lease\\_Agreement2024.pdf](https://www.gharonline.com/clientuploads/PDFs/eKey-iBox_BT_LE_License_Sub-Lease_Agreement2024.pdf)
- REALTOR® Dues and eKey Service Fees
  - [https://www.gharonline.com/clientuploads/PDFs/R\\_and\\_EKEY\\_fees.pdf](https://www.gharonline.com/clientuploads/PDFs/R_and_EKEY_fees.pdf)
- Except for the online Application for REALTOR® Membership, all forms need to be signed by the licensee and Broker of Record
- All signed documents need to be sent to GHAR for processing then once the NRDS number is created, MLS can start processing

### **Important to remember**

All agents affiliated with a brokerage that belongs to GHAR and SmartMLS are also required to join.

All new REALTOR® members must complete the following new member requirements within 6 months of their join date:

- Live New Member Orientation class, held monthly and registration can be found by searching “orientation” on the [GHAR Calendar](#).
- [Code of Ethics Training For New Members](#)
- [Fairhaven](#)

### **Contact Information**

- DCP email: [dcp.licenseservices@ct.gov](mailto:dcp.licenseservices@ct.gov)
- GHAR phone: (860) 561-1800
- GHAR email: [ghar@gharonline.com](mailto:ghar@gharonline.com)
- SmartMLS phone: (203) 750-6000
- SmartMLS email: [membership@smartmls.com](mailto:membership@smartmls.com)