

AFFILIATION: NEW AGENT CHECKLIST

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.elicense.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
- 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
- REALTOR® Dues and eKey Service Fees
 - 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
- GHAR phone: (860) 561-1800
- GHAR email: ghar@gharonline.com
- SmartMLS phone: (203) 750-6000
- SmartMLS email: membership@smartmls.com