

REAL ESTATE COUNCIL OF ALBERTA
NOTICE OF ADMINISTRATIVE PENALTY

To: Corey Singh, Broker
Edmonton Real Estate Group
10027 170 Street
Edmonton, Alberta T5P 4R5

In accordance with s.83 of the *Real Estate Act*, R.S.A. 2000 c.R-5 (the "*Act*"), the Executive Director of the Real Estate Council of Alberta has determined that Corey Singh has contravened s.51(1)(j) of the Rules made pursuant to the *Act* and as such an Administrative Penalty is warranted. The Executive Director's reasons for this decision are as follows:

Section 51(1)(j) of the Rules made pursuant to the *Act*, states that a real estate broker must ensure proper management and control of documents or records related to licensing, registrations and related regulatory requirements.

On February 7, 2011, as the result of an audit on the brokerage, documents related to licensing were reviewed and found to have been improperly managed. RECA requested on June 9, 2011, a statement in your own words be provided, explaining the circumstances that led to these documents being improperly managed.

On June 23, 2011, RECA received a statement in your own words acknowledging that, disorganization and lack of experience contributed to mismanagement of the documents in question.

Our records indicate 21 applications for registration were signed and acknowledged by you after they were processed online. Multiple applications were either not dated or signed or commissioned by you as the broker. Lastly, an application for registration was completed for an associate when an application for licence and registration was required.

These activities are in contravention of s. 51(1)(j) of the Rules made pursuant to the *Act* and the RECA Online Electronic Filer Agreement you entered into with RECA which states in part that the broker agrees to follow the procedures and guidelines established for users of RECA Online, and comply with any applicable legislation.

The RECA Online User Manual states in part that brokers must ensure that a paper copy of the appropriate form has been completed and commissioned PRIOR to processing the application on RECA online and that you are using valid application forms. Remember that registration forms are updated yearly following renewals. Brokerages must keep completed applications in their licensing files INDEFINITELY.

You failed to adhere to the instructions of the RECA Online User Manual and the terms of the RECA Online Electronic Filer Agreement. This is a contravention of s.51(1)(j) of the Rules and subject to an Administrative Penalty in the amount of **\$1,500.00**.

Payment of this Administrative Penalty shall be accepted by the Executive Director as complete satisfaction of the amount of the penalty and no further proceedings under Part 6 of the *Act* will be taken against you in respect of the contravention herein.

The penalty is payable to the Real Estate Council of Alberta within thirty (30) days of the date of issuance of this Notice of Administrative Penalty. If the penalty is not paid in accordance with this notice, the Executive Director may commence legal action against you to recover the amount owing in respect of the Administrative Penalty as a debt due to the Real Estate Council of Alberta.

If you dispute this Notice of Administrative Penalty in accordance with s.83.1 of the *Act*, you may appeal to a Hearing Panel. You will be given a full opportunity consistent with procedural fairness and natural justice to present evidence before the Hearing Panel and make representations to the contravention.

If you have any questions in regard to this Notice of Administrative Penalty, please contact Shawna Douglas, Information and Licensing Coordinator, at the Real Estate Council of Alberta.

DATED this 12th day of July, 2011.

REAL ESTATE COUNCIL OF ALBERTA

Per: *Kirk Bacon*, for
Bob Myroniuk
Executive Director