

Getting Started – Preliminary Online Renewal Preparation

Once the status lights on *RECA ONLINE* change from green to yellow in mid-August, you may commence the renewal process.

Step 1: Sign on to RECA ONLINE

- Go to www.reca.ca and select “Online Licensing”. Enter your RECA ID and password.
- Brokers who may have forgotten their login information can retrieve this information by clicking on the “*Forgot Login Information*” link.

Step 2: Print the pre-populated renewal application for the brokerage

- On the left hand side of the page in the ‘Brokerage’ section, select ‘Download Renewal Form’. Please print and complete this form.
- If there have been any changes to the information under Section B. Legal Entity, or Section C. Brokerage Information, contact RECA for further direction. **Do not process the brokerage/broker renewals online unless you receive direction from RECA in writing to do so.**
- If any of the Suitability Questions under Section D of the application are answered positively, the brokerage licence application AND broker application for registration **must** be forwarded to RECA for processing. **Do not process the brokerage/broker renewals online.**
- Once the Brokerage Acknowledgement has been completed under Section H, if required, the broker must swear the brokerage application under Section I. Affidavit.
- Applications to be processed at RECA must be forwarded no later than **September 6, 2011**. Applications received after **September 23, 2011**, may not be processed before the renewal deadline and may result in a lapse in authorization.

Step 3: Print the pre-populated renewal application for the broker

- Under the ‘Broker’ section, select ‘Download Renewal Form’. Please print and complete this form.
- If any of the Suitability Questions under Section C of the application are answered positively, the brokerage licence application AND broker application for registration must be forwarded to RECA for processing. **Do not process the brokerage/broker renewals online.**
- Applications to be processed at RECA must be forwarded no later than **September 6, 2011**. Applications received after **September 23, 2011**, may not be processed before the renewal deadline and may result in a lapse in authorization.

Step 4: Print the pre-populated renewal applications for associates and/or associate brokers, if applicable (*associate/associate broker online renewals can only be processed once the brokerage/broker online renewal process has been completed*).

- Click on the feature that reads 'Download All Associate Renewal Forms' above the Brokerage Transactions section on the left hand side of the screen OR under each associate/associate broker's name, select 'Download Renewal Form'.
- Select "open" on the pop-up window and print the form(s) once they appear. Please be patient, this may take a few minutes.
- If you are experiencing problems with these forms, please update your version of Adobe Acrobat Reader. This can be obtained as a free download from www.adobe.com. If you continue to experience problems, you may download blank application forms from RECA's website.
- Renewal forms for all associates and associate brokers currently registered to the brokerage will print with many fields already completed. Fields not automatically completed must be manually completed by the industry member before the application can be successfully processed. Submit each form to the appropriate industry member for completion, changes, and for their signature to be commissioned under Section G. Affidavit. Once the application has been sworn by affidavit, the broker can then complete Section H. Broker Acknowledgement.
- If any of the Suitability Questions under Section C of the application are answered positively, the application for registration **must** be forwarded to RECA for processing. **Do not process the renewal online.**
- Applications to be processed at RECA must be forwarded no later than **September 6, 2011**. Applications received after **September 23, 2011**, may not be processed before the renewal deadline and may result in a lapse in authorization.

Step 5: Payment of Fees

- RECA ONLINE includes a calculator that will allow the subscriber to enter the type and number of transactions they wish to process. The calculator will tell the user the amount required to complete these transactions. The user will have the option to pay the fee(s) online using the broker's or an associate's credit card.
- If the brokerage would like to make an advance payment the brokerage must submit payment by cheque or cash to RECA. Please allow for 3-5 business days for processing once the cheque has been received by RECA.
- Confirmation that fees have been posted to the brokerage's RECA ONLINE account can be obtained by clicking on *Brokerage Statement* in the drop down menu.

Brokerage & Broker Online Renewal Process

Once the original paper brokerage and broker renewal applications have been completed and sworn by affidavit and provided that none of the brokerage information has changed AND there are no positive responses to the suitability questions, the broker may proceed to renew the brokerage and broker using RECA ONLINE.

1234567 CORPORATION LTD. O/A REAL ESTATE BROKERAGE

Licensing Legend

- Unlicensed
- Licence is current
- Licence is due for renewal
- Authorization is currently suspended, cancelled or is a lifetime withdrawal

- Licence renewal is overdue
- Licence has special circumstance, contact RECA at 888-425-2754
- Licence has been terminated. Follow up with RECA required
- Also has an Alert Status

[Download the on-line manual](#)

Please Commence The Renewal of your Brokerage Licence and Brokers/Associates Registrations

[Download The Renewal Instructions](#)

[Download All Associate Renewal Forms](#) (approx. download time is 8 seconds)

Online Credit Card Payment ▶

Brokerage	Agency	Status	Expiry Date	Action
1234567 CORPORATION LTD. O/A REAL ESTATE BROKERAGE Download Renewal Form	Common Law		9/30/2010	Renew Brokerage & Broker GO

Select **Renew Brokerage & Broker** in the drop down menu located in **Brokerage Transactions** under the 'Action' bar and select 'Go'.



PLEASE ENSURE THERE ARE SUFFICIENT FUNDS POSTED TO THE BROKERAGE ACCOUNT TO FACILITATE THIS LICENSING TRANSACTION

CURRENT ACCOUNT BALANCE IS (\$5,050.00)

Fee Description - Brokerage	Fee Amount
Renew Brokerage REIX Premium	\$100.00
Renew Brokerage Licence	\$300.00

Fee Description - Broker	Fee Amount
Renew Broker Assurance Fund WAIVED	\$0.00
Renew Broker REIX Premium	\$175.00
Renew Broker Registration	\$450.00
Total	\$1,025.00

Online Credit Card Payment

Proceed with Licensing Transaction

Cancel

The brokerage's current account balance will be shown along with the fee descriptions. If there are sufficient funds to facilitate the brokerage and broker renewals, select **Proceed with Licensing Transaction**.

If the account does not have sufficient funds, select **Online Credit Card Payment**

**Image above depicts real estate fees*

Part 1: Brokerage Renewal

BROKER ACKNOWLEDGEMENT

- yes no The broker has verified that the legal entity information contained in Section B of the application and the brokerage information contained in Section C of the application is accurate and has not changed since the date of the last brokerage application or Notice of Brokerage Amendment(s).
- yes no The broker has verified the accuracy of the responses to the questions numbered 22 to 27 contained in Section D of the application form.
- yes no The application form has been commissioned and signed by the broker and the original will be kept on file at the brokerage.
- yes no The broker has verified that the partners OR officers, directors or shareholders have not changed since the date of the brokerage's last application or Notice of Brokerage Amendment(s). ****Visible to corporations and partnerships only.**
- yes no Within the past twelve months, has/have there been any lapse/lapses in the corporation's registration with Alberta Registries? ****Visible to corporations only.**

Complete the Broker Acknowledgement by carefully reading all statements, indicating the correct response and clicking **Proceed**.

If an error message is indicated, **DO NOT PROCEED WITH ONLINE RENEWAL** and follow the instructions as indicated.

BROKERAGE INFORMATION (any discrepancies must be reported immediately to RECA)

Brokerage legal entity: Corporation
 Brokerage name: REAL ESTATE TEST
 Trade name (if applicable): RECA TEST SITE
 Alberta registration/corporate access number: 55555555
 Type of Brokerage (real estate brokerages only): Common Law
 Business address: 555 RECA WAY SW
 CALGARY, ALBERTA T3E 6L1
 Mailing address:
 Brokerage fiscal year end: April 30

CONTACT INFORMATION (update accordingly)

Business phone: XXX-XXX-XXXX
 Business fax: XXX-XXX-XXXX
 Primary email address:

1. Confirm the brokerage information. If any changes have been made to this information since the date of the brokerage's last application or notice of amendment, contact RECA for further direction. **DO NOT PROCEED WITH ONLINE RENEWAL.**

- Update the brokerage's contact information, if necessary.

2. Complete questions 22 to 27 according to the paper application.

- If any of the questions have been answered 'Yes' on the application, forward the original application to RECA along with copies of all relevant documentation. **DO NOT PROCEED WITH ONLINE RENEWAL.**

- If all of the questions have been answered 'No' on the application, select **Proceed** at the bottom of the page once completed.

INFORMATION RESPECTING SUITABILITY

Questions apply to any and all situations and/or events that have taken place SINCE THE DATE OF THE BROKERAGE'S LAST APPLICATION.

- 22. Has the sole proprietorship, corporation, or partnership or any of its partners, directors, officers or shareholders (only applicable if a non-publicly traded legal entity) been refused a registration, denied authorization in any capacity, withdrawn from an industry and received a lifetime ban, or had any registration, licence, or authorization suspended or revoked by any association, professional or occupational body, any securities commission or any regulatory body of any kind in any jurisdiction other than RECA? yes no
- 23. Has the sole proprietorship, corporation, or partnership or any of its partners, directors, officers or shareholders (only applicable if a non-publicly traded legal entity) been disciplined by any real estate board, real estate association, mortgage broker association, or appraiser association, or any professional or occupational body, or any regulatory body of any kind in any jurisdiction other than RECA? yes no
- 24. Has the sole proprietorship, corporation, or partnership or any of its partners, directors, officers or shareholders (only applicable if a non-publicly traded legal entity) had any judgments rendered against them in relation to the provision of services or sale of goods to consumers? yes no
- 25. Has the sole proprietorship, corporation, or partnership or any of its partners, directors, officers or shareholders (only applicable if a non-publicly traded legal entity) been in bankruptcy or been the subject of any bankruptcy, insolvency or receivership proceedings? yes no
- 26. Has the sole proprietorship, corporation, or partnership or any of its partners, directors, officers or shareholders (only applicable if a non-publicly traded legal entity) been found guilty or convicted of any criminal offence or any other offence under any law of any country, province or state, excluding provincial or municipal highway traffic offences? yes no
- 27. Has the sole proprietorship, corporation, or partnership or any of its partners, directors, officers or shareholders (only applicable if a non-publicly traded legal entity) had any proceedings pursuant to the Criminal Code of Canada commenced against them? yes no

Part 2: Broker Renewal

BROKER ACKNOWLEDGEMENT

- yes no The broker affirms that the application for registration has been completed truthfully and accurately and acknowledges that making a false statement on the affidavit may constitute a criminal offence punishable by law, result in the refusal, suspension or cancellation of an authorization and/or be considered conduct deserving of sanction pursuant to the Real Estate Act or Rules.
- yes no The application form has been commissioned and signed by the broker and the original will be kept on file at the brokerage.

Proceed **Cancel**

Complete the Broker Acknowledgement by carefully reading all statements, indicating the correct response and clicking **Proceed**.

If an error message is indicated, **DO NOT PROCEED WITH ONLINE RENEWAL** and follow the instructions as indicated.

PERSONAL INFORMATION (any discrepancies must be reported immediately to RECA)

Name: TEST test TEST
 AKA: BUTCH
 Birth date: January 31 2011

CONTACT INFORMATION (update accordingly)

Residential Address: 555 RECA STREET *PO Box not acceptable
 CALGARY ALBERTA T3E 6L1
 Mailing Address: ALBERTA
 Primary/alternate phone number: 555-555-5555 XXXX-XXXX-XXXX
 Primary email address: aspmailer@reca.ca

1. Confirm the broker's personal information. If any changes have been made to this information since the date of the broker's last application, contact RECA for further direction. **DO NOT PROCEED WITH ONLINE RENEWAL.**

- Update the broker's contact information, if necessary.

2. Complete questions 17 to 23 according to the paper application.

- If any of the questions have been answered 'Yes' on the application, forward the original application to RECA along with copies of all relevant documentation. **DO NOT PROCEED WITH ONLINE RENEWAL.**

- If all of the questions have been answered 'No' on the application, select **Proceed** at the bottom of the page once completed.

INFORMATION RESPECTING SUITABILITY

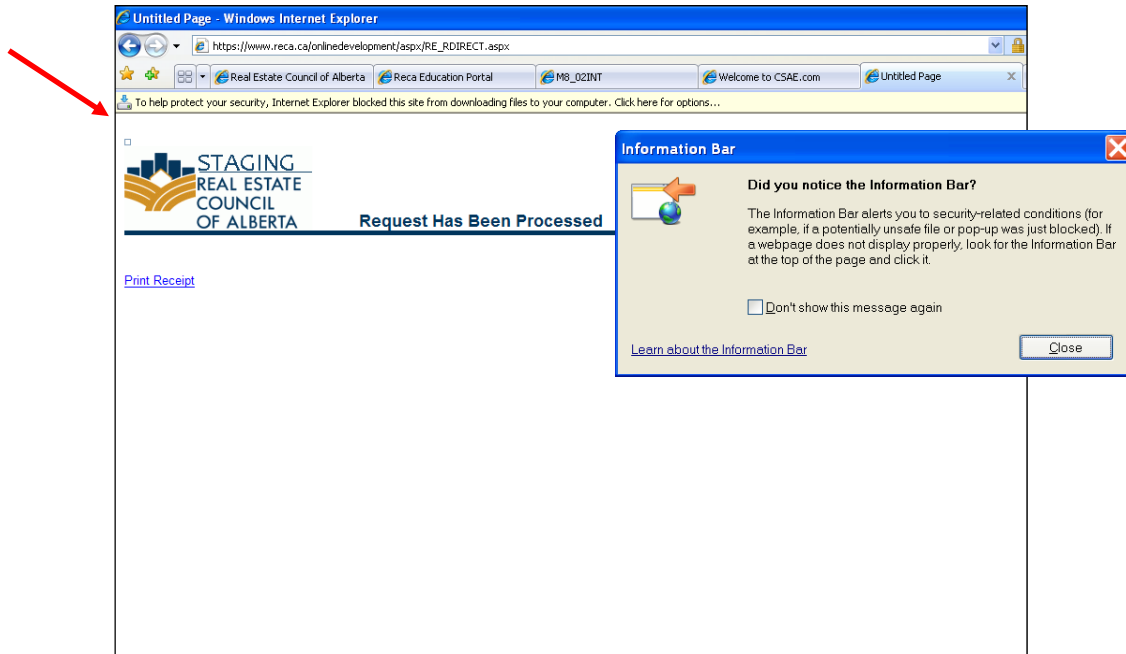
Questions apply to any and all situations and/or events that have taken place SINCE THE DATE OF THE APPLICANT'S LAST APPLICATION.

- 17. Has the applicant or has any business the applicant owned or participated in as a director or officer been refused a registration, denied authorization in any capacity, withdrawn from an industry and received a lifetime ban, or had any registration, licence, or authorization suspended or revoked by any association, professional or occupational body, any securities commission or any regulatory body of any kind in any jurisdiction other than RECA? yes no
- 18. Has the applicant been disciplined by any real estate board, real estate association, mortgage broker association, or appraiser association, or any professional or occupational body, or any regulatory body of any kind in any jurisdiction other than RECA? yes no
- 19. Has the applicant had any judgments rendered against them in relation to the provision of services or sale of goods to consumers? yes no
- 20. Has any business the applicant owned or participated in as a director or officer in the past three years had any judgments rendered against the business? yes no
- 21. Has the applicant or has any business the applicant owned or participated in as a director or officer been in bankruptcy or been the subject of any bankruptcy or receivership proceedings? yes no
- 22. Has the applicant been found guilty or convicted of any criminal offence or any other offence under any law of any country, province or state, excluding provincial or municipal highway traffic offences? yes no
- 23. Has any proceedings pursuant to the Criminal Code of Canada been commenced against the applicant? yes no

Proceed **Cancel**

Part 3: Printing Certificates and Receipts

Once you have completed the online renewal of the brokerage and broker, your computer will prompt you to open the licence and registration certificates. In Windows Explorer, a system pop-up will appear referencing the *Information Bar*. ****If you are using a different browser program this process may be different.**



- Click on the yellow information bar located at the top of your screen and select “Download File”.
- Select “Open” at the prompt screen.
- RECA ONLINE offers the option to print the certificates for your records at this time. However, you can reprint the certificates at a later time – refer to the RECA ONLINE User Manual for further instruction.
- Closing the attachment will return you to the “Request Has Been Processed” screen.
- RECA ONLINE offers the option to print transaction-specific receipts for your records at this time. Click on the “Print Receipt” link and print the receipts. If you do not print a receipt, the user can refer to and/or print the “Brokerage Statement” for a record of the transaction – refer to the RECA ONLINE User Manual for further instruction.
- Once you have completed printing the receipts select the option to “Return” which will bring you back to the main brokerage details screen.

The brokerage and broker lights will have changed to green if you have processed the renewals correctly.

You are now able to process any associate/associate broker renewals.

Ensure the signed and completed original hard copies of the brokerage renewal and broker application for registration are kept on file at the brokerage.

Associate/Associate Broker Renewal Process

Once the brokerage and broker online renewals have been processed, and the associate/ associate broker application(s) have been completed, proceed to renew the associate/ associate broker(s) using RECA ONLINE.

Associate Transactions					
Add Associate Licence Cancel Associate Licence					
Brokerage	Associate	Status	Authorization	Expiry Date	Action
1234567 CORPORATION LTD. OIA REAL ESTATE BROKERAGE	SALLY ANN TEST RW-0911119 Download Renewal Form	●	Commercial, Rural, Residential Real Estate	9/30/2010	Renew Licence <input type="button" value="GO"/>

Select **Renew Licence** in the drop down menu located in **Associate Transactions** under the 'Action' bar and select 'Go'.

PLEASE ENSURE THERE ARE SUFFICIENT FUNDS POSTED TO THE BROKERAGE ACCOUNT TO FACILITATE THIS LICENSING TRANSACTION

CURRENT ACCOUNT BALANCE IS (\$4,025.00)

Fee Description - Renewal	Fee Amount
Renew Reg. Assurance Fund WAIVED	\$0.00
Renew Registration REIX Premium	\$175.00
Renew Registration	\$450.00
Total	\$625.00

The brokerage's current account balance will be shown along with the fee description. If there are sufficient funds to facilitate the associate/associate broker's renewal, select **Proceed with Licensing Transaction**. If the account does not have sufficient funds, select **Online Credit Card Payment**

**Image above depicts real estate fees*

BROKER ACKNOWLEDGEMENT

- yes no The broker has reviewed and discussed with the applicant their responses to the questions numbered 17 to 23 contained in Section C of the application form. Further, the broker has discussed with the applicant the consequences of providing false or misleading responses and that making a false statement by way of affidavit constitutes a criminal offence and may be considered conduct deserving of sanction by the Real Estate Council of Alberta. Any affidavit containing false or misleading information may result in the refusal of the application and suspension or cancellation of any authorization issued by the Real Estate Council of Alberta.
- yes no The broker has reviewed the applicant's photo identification and can confirm that the individual applying for registration is the same person named within the photo identification reviewed.
- yes no The application form has been commissioned and signed by the broker and the original will be kept on file at the brokerage.

Proceed **Cancel**

Complete the Broker Acknowledgement by carefully reading all statements and click **Proceed**.

PERSONAL INFORMATION (any discrepancies must be reported immediately to RECA)

Name: TEST test TEST
AKA: BUTCH
Birth date: January 31 2011

CONTACT INFORMATION (update accordingly)

Residential Address: 555 RECA STREET *PO Box not acceptable
CALGARY ALBERTA T3E 6L1
Mailing Address: ALBERTA
Primary/alternate phone number: 555-555-5555 XXX-XXX-XXXX
Primary email address: aspmailer@reca.ca

1. Confirm the associate's/associate broker's personal information. If any changes have been made to this information since the date of their last application, contact RECA for further direction. **DO NOT PROCEED WITH ONLINE RENEWAL.**

- Update individual's contact information, if necessary.

2. Complete questions 17 to 23 according to the paper application.

- If any of the questions have been answered 'Yes' on the application, forward the original application to RECA along with copies of all relevant documentation. **DO NOT PROCEED WITH ONLINE RENEWAL.**

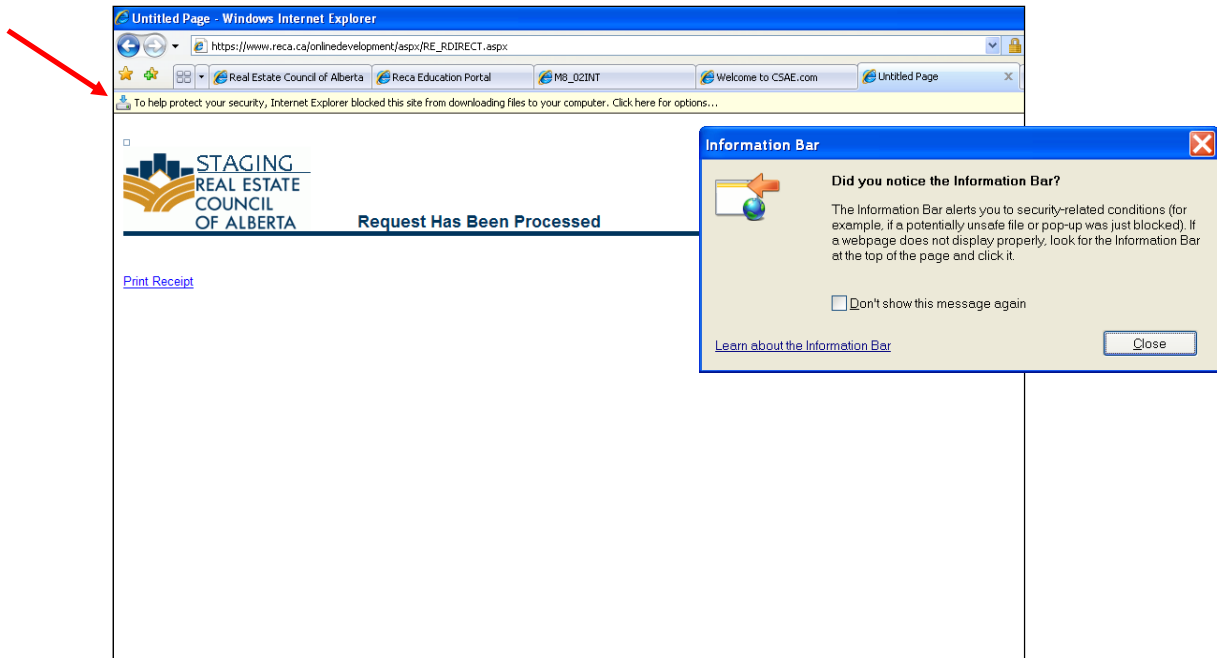
- If all of the questions have been answered 'No' on the application, select **Proceed** at the bottom of the page once completed.

INFORMATION RESPECTING SUITABILITY

Questions apply to any and all situations and/or events that have taken place SINCE THE DATE OF THE APPLICANT'S LAST APPLICATION.

- 17. Has the applicant or has any business the applicant owned or participated in as a director or officer been refused a registration, denied authorization in any capacity, withdrawn from an industry and received a lifetime ban, or had any registration, licence, or authorization suspended or revoked by any association, professional or occupational body, any securities commission or any regulatory body of any kind in any jurisdiction other than RECA? yes no
- 18. Has the applicant been disciplined by any real estate board, real estate association, mortgage broker association, or appraiser association, or any professional or occupational body, or any regulatory body of any kind in any jurisdiction other than RECA? yes no
- 19. Has the applicant had any judgments rendered against them in relation to the provision of services or sale of goods to consumers? yes no
- 20. Has any business the applicant owned or participated in as a director or officer in the past three years had any judgments rendered against the business? yes no
- 21. Has the applicant or has any business the applicant owned or participated in as a director or officer been in bankruptcy or been the subject of any bankruptcy or receivership proceedings? yes no
- 22. Has the applicant been found guilty or convicted of any criminal offence or any other offence under any law of any country, province or state, excluding provincial or municipal highway traffic offences resulting in monetary fines only? yes no
- 23. Have any proceedings pursuant to the Criminal Code of Canada been commenced against the applicant? yes no

Once you have completed the online renewal of the associate/associate broker, your computer will prompt you to open the licence and registration certificate. A system pop-up will appear referencing the *Information Bar*. ****If you are using a different browser program this process may be different.**



- Click on the yellow information bar located at the top of your screen and select “Download File”.
- Select “Open” at the prompt screen.
- RECA ONLINE offers the option to print the certificates for your records at this time. However, you can reprint the certificates at a later time – refer to the RECA ONLINE User Manual for further instruction. Ensure a copy of the certificate is provided to the associate/associate broker for their records.
- Closing the attachment will return you to the “Request Has Been Processed” screen.
- RECA ONLINE offers the option to print a transaction-specific receipt for your/the associate/associate broker’s records at this time. Click on the “Print Receipt” link and print the receipt. If you do not print a receipt, the user can refer to and/or print the “Brokerage Statement” for a record of the transaction – refer to the RECA ONLINE User Manual for further instruction.
- Once you have completed printing the receipt select the option to “Return” which will bring you back to the main brokerage details screen.

The associate/associate broker light will have changed to green if you have processed the renewal correctly.

Ensure the signed and completed original hard copy of the associate/associate broker application for registration is kept on file at the brokerage.

Once the brokerage, broker, associate and associate broker renewals have been processed online, refer to the brokerage statement (located under the brokerage transactions/action). Verify that the transactions have been processed and the correct fees applied. If there are any discrepancies please contact RECA.