

Real estate and mortgage industry members wishing to retain their authorization under the *Real Estate Act* to trade in real estate or deal in mortgages, as the case may be, must make application to the Real Estate Council of Alberta (RECA) to renew their registration certificate prior to October 1, 2011.

FORMS

A. Original Associate/Associate Broker Application for Registration Required

- a. **The brokerage must maintain the original paper copy of each signed renewal application on file.** These applications must be completed in full, including the affidavit and acknowledgement sections (industry member and broker signatures), *prior to* being processed on RECA ONLINE. For your assistance guides for completion for all of RECA's licensing/registration forms can be found at www.reca.ca under "Forms", "Licensing and Registration Forms".

B. Obtaining the Correct Form

- a. Associate/associate brokers wishing to renew their registration with their present brokerage must complete an [Associate/Associate Broker Application for Registration](#).
- b. Pre-populated registration forms can be downloaded using RECA ONLINE, or alternatively, blank application forms can be downloaded and printed from RECA's website under "Forms", "Licensing and Registration Forms".

C. Associates/Associate Brokers Transferring Brokerages

- a. Associates or associate brokers wishing to cancel with their current brokerage and register with a new brokerage **on October 1, 2011** must complete an [Associate/Associate Broker Registration Cancellation](#) form and an [Associate/Associate Broker Application for Registration](#) both to be processed by their new brokerage on October 1, 2011.
(Note: If the cancellation and registration are both processed on October 1st only the renewal fee will apply. The \$50.00 reinstatement fee will not apply for this one day only.)
- b. Associates or associate brokers wishing to cancel with their current brokerage and register with a new brokerage **prior to October 1, 2011** must complete an [Associate/Associate Broker Registration Cancellation](#) form and an [Associate/Associate Broker Application for Registration](#), both to be processed by the brokerage to complete the transfer. Additionally,

RENEWAL REQUIREMENTS REAL ESTATE/MORTGAGE BROKERAGE

2011/2012 LICENSING & REGISTRATION PERIOD

the associate or associate broker would be required to complete an additional [Associate/Associate Broker Application for Registration](#) to complete the renewal.

(Note: In this case, a reinstatement fee will be required in addition to the renewal fee)

- c. Associates or associate brokers who **have already been renewed with their current brokerage and wish to cancel and register with a new brokerage prior to October 1, 2011** must complete an [Associate/Associate Broker Registration Cancellation](#) form and an [Associate/Associate Broker Application for Registration](#), both to be processed by the brokerage using RECA ONLINE. Additionally, the new brokerage will then be required to renew the associate/associate broker with their brokerage prior to October 1, 2011 including the renewal fee.

(Note: In this circumstance, a reinstatement fee will be required from the new brokerage to reinstate the associate/associate broker's registration for the current licensing period. The renewal processed by the associate/associate broker's former brokerage will be expunged and the renewal fee will be credited to their former brokerage)

RE-LICENSING EDUCATION REQUIREMENTS

- A. There are no re-licensing education requirements for mortgage or real estate industry members for the 2010-2011 licensing period.
- B. Information on re-licensing education program requirements including frequently asked questions and exemption criteria can be found on our website at www.reca.ca under "Licensing & Renewals", "Re-Licensing Education Program"

2011-2012 FEES

- A. Real Estate Renewal Fees
- Real Estate Industry Members: \$625 (\$450 Licence + \$175 REIX)
 - Real Estate Brokerage: \$400 (\$300 Licence + \$100 REIX)
- B. Mortgage Broker Renewal Fees
- Mortgage Broker Industry Members: \$450 Licence
 - Mortgages Brokerage: \$300 Licence
- C. A full list of licensing fees for the 2011-2012 licensing period can be found in the [Fee Schedule & Payment Form](#) on RECA's website at www.reca.ca under "Forms", "Licensing and Registration Forms".

D. Licence Fees are **Non-Refundable**

- a. All transactions are instant and final (except in the case of b. below) and cannot be post-dated or back-dated. RECA will not issue refunds to online brokerages that have entered new associates prematurely.
- b. Associates or associate brokers that renew their registration and subsequently withdraw from the industry prior to October 1, 2011, by evidence of the processing of a registration cancellation before said date, will have the renewal fee refunded to their brokerage. RECA will require a written request for the credit by the broker indicating the name of the specific associate/associate broker.

CONFIRMATION OF AUTHORIZATION

- A. Renewal transactions are completed only when a certificate for the 2011-2012 licensing period is generated. Ensure you print the certificates and attach them to the applicant's original application.
- B. The broker must verify that renewals have been processed before the brokerage and registered industry members commence trading in real estate or dealing in mortgages, as the case may be, on October 1, 2011. Licence status can be checked at any time on RECA's website by going to www.reca.ca and selecting the "[Search for an Industry Member](#)" tool.
- C. If an industry member's renewal application is not processed by the September 30, 2011 deadline, the industry member will no longer be authorized to trade in real estate or deal in mortgages, as the case may be, and must cease activities immediately. Unauthorized activity is a breach of the *Real Estate Act*, and may be considered conduct deserving of sanction by RECA.