

THIS APPLICATION IS VALID FOR 30 DAYS FROM THE DATE IT IS SWORN

A. CLASS OF LICENCE *Select one only

Real estate brokerage

Mortgage brokerage

B. LEGAL ENTITY INFORMATION (Contact RECA if any changes have been made to this information since the date of the brokerage's last application or Notice of Brokerage Amendment(s). **DO NOT** proceed with online renewal.)
*All fields must be completed

1. Brokerage legal entity type:
(select one only) Corporation Partnership Sole proprietorship

2. Full and exact name of corporation, partnership or sole proprietorship

3. Alberta registration/corporate access number

4. Trade name (if applicable)

5. Within the past twelve months, have there been any lapses in the corporation's registration with Alberta Registries? (For corporations only)

Yes (Contact RECA – **DO NOT** proceed with online renewal)

No (proceed with online renewal)

6. The partners, OR officers, directors or shareholders have changed since the date of the brokerage's last application or Notice of Brokerage Amendment(s).

Yes (Contact RECA – **DO NOT** proceed with online renewal)

No (proceed with online renewal)

7. Name of partner, director, officer or sole proprietor of the brokerage legal entity who will ensure the business of the brokerage is carried out competently and in accordance with the *Real Estate Act*, *Real Estate Act Rules*, *Regulations* and *Bylaws* (please print).

C. BROKERAGE INFORMATION (Contact RECA if any changes have been made to this information since the date of the brokerage's last application or Notice of Brokerage Amendment(s). **DO NOT** proceed with online renewal.)
* All fields with an asterisk must be completed

* 8. Type of Brokerage (real estate brokerages only): Common Law Designated Agency

* 9. Business address in Alberta (PO Box not acceptable)

* 10. City

* 11. Postal/Zip code

12. Mailing address (if different than business address)

13. City

14. Prov/State

15. Postal/Zip code

* 16. Business phone

17. Business fax

18. Brokerage website

* 19. Primary email address

* 20. Brokerage fiscal year end

Month

Day

* 21. The broker has controlling interest in the ownership of the brokerage (51% or greater).

Yes No

D. INFORMATION RESPECTING SUITABILITY **Must be completed*

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

Please read each of the following questions carefully and answer truthfully:

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

If any of the questions above are answered 'YES' an original sworn statement in the concerned party's(ies)' own words regarding the event(s) must be forwarded to RECA along with this original application. Copies of all relevant documentation must also be forwarded to RECA unless previously provided. The executive director may require further information be submitted within a specified time and may require verification by affidavit or otherwise of any information submitted then or previously.

E. AUTHORIZATION & ACKNOWLEDGEMENT

I authorize the Real Estate Council of Alberta to verify any information pursuant to this application from any source. I acknowledge that I am responsible for any costs incurred for such verification.

In making this application to the Real Estate Council of Alberta, I hereby consent to the Real Estate Council of Alberta's collection, use, and disclosure of my personal information for licensing and other regulatory purposes under the *Real Estate Act* and in accordance with the *Personal Information Protection Act*.

F. SUBSCRIPTION STATEMENT – ERRORS & OMISSIONS INSURANCE **Real estate brokerages only*

I acknowledge an application for a real estate brokerage licence will require that the brokerage subscribe to the Real Estate Insurance Exchange (REIX) and become a party to the REIX Subscription Agreement. I acknowledge that I am aware there are rights and obligations created by this Subscription Agreement, and I agree the brokerage will be bound by the terms of the Agreement and the Insurance Policy issued by REIX. I appoint my attorney and grant the attorney powers as set out in Appendix A to the REIX Subscription Agreement.

G. SUBSCRIPTION STATEMENT – ERRORS & OMISSIONS INSURANCE **Mortgage brokerages only*

I acknowledge an application for a mortgage brokerage licence requires that the brokerage has obtained professional errors and omissions liability insurance. I further acknowledge the professional liability policy must also include a "fraud endorsement" in accordance with RECA's *Errors and Omissions Insurance Guidelines* and must be obtained from a RECA approved supplier.

H. BROKERAGE ACKNOWLEDGEMENT *To be completed only if the broker has less than 51% controlling interest (share ownership) in the brokerage legal entity

Name of partner; director or officer; sole proprietor (other than the broker) - <i>please print</i>	Contact information for partner; director or officer; sole proprietor (other than the broker) - <i>phone number/email address</i>
Signature of partner; director or officer; sole proprietor	Date

I. AFFIDAVIT *Must be completed by the broker **AFTER** the brokerage acknowledgement has been completed, if required

Making a false statement on this 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.

CANADA
 PROVINCE OF _____
 TO WIT:

AFFIDAVIT
 In the Matter of the *Real Estate Act*

I, _____ of the City of _____ in the Province of _____.
 (Legal Name)

DO SOLEMNLY SWEAR I have read and understand all questions and statements contained in this application. All responses and information provided by me to RECA in this application are true and accurate.

SWORN BEFORE ME AT THE _____ **OF**
 _____ **IN THE PROVINCE OF** _____,

THIS _____ **DAY OF** _____ **A.D.,** _____
 (year)

 Broker Signature

 Commissioner for Oaths/Notary Public/Solicitor Signature

Print name: _____

My appointment expires _____
 (print or stamp here)

J. FEES AND PAYMENT

Please indicate method of payment:

- Brokerage has made payment through RECA Online
 VISA
 MasterCard

- Cheque
 Cheque Number _____

Amount (*Fees for all classes of licences are available at www.reca.ca*)

Credit card number

Credit card expiry date

Name on card

Authorized signature