

An **original** application must be provided to the Broker for review and acknowledgement. If the application is deemed to be complete and accurate in accordance with the checklist below, the brokerage may proceed with online processing through RECA ONLINE, except for individuals that:

- have indicated a positive response to any of the suitability questions (Section C)
- are applying for licence reciprocity (Section E)

Correct form completed: <input type="checkbox"/> Application for Registration - for those who are currently or have previously been registered with a brokerage within the past 3 years <input type="checkbox"/> Application for Licence & Registration - for those applying for a licence for the first time	
Form is for current licensing period (2011/2012)	
Industry and class of licence are accurately identified	
Name is complete and reflects full legal name, including middle name (confirm by viewing individual's birth certificate or citizenship card)	
Residential address is complete (PO Box not acceptable)	
Birth date is complete	
Primary phone number is complete	
Primary email address is complete (brokerage email address is acceptable)	
Section C (suitability) questions are complete (if any questions have been answered 'yes', the original application along with copies of all relevant documentation must be forwarded to RECA for processing - <b>DO NOT PROCESS ONLINE</b> )	
On application for <b>licence &amp; registration</b> , Section D (eligibility) is complete and accurate	
On application for <b>licence &amp; registration</b> , Section E (reciprocity) has been completed <b>only if applicant is applying for licence reciprocity</b> and has purchased the information materials (the original application must be forwarded to RECA for processing - <b>DO NOT PROCESS ONLINE</b> )	
Affidavit is current (within 30 days)	
Affidavit is sworn in <b>legal name</b>	
Commissioner for Oaths/notary public/lawyer is adequately identified on affidavit, including expiry date (information must be printed or stamped and be legible)	
Applicant signature is on affidavit	
Broker acknowledgement is completed in full (all statements initialed, brokerage name, broker/broker delegate name, brokerage phone number, broker/broker delegate signature, date signed – must be <b>ON</b> or <b>AFTER</b> the date the affidavit was completed by applicant)	
Payment indicated on application form and/or posted to RECA ONLINE (refer to current Fee Schedule at <a href="http://www.reca.ca">www.reca.ca</a> )	

\*Individuals wishing to add an AKA to their profile must submit a written request to RECA for approval and processing. This request can be sent to [info@reca.ca](mailto:info@reca.ca).