

BROKER APPLICATION	✓/x
Correct form completed (Broker Application for Registration)	
Form is for current licensing period (2011/2012)	
Industry/class of licence are accurately identified	
Name is complete and reflects full legal name, including middle name	
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 and accurate (if any questions have been answered 'yes', the original applications along with copies of all relevant documentation must be forwarded to RECA for processing prior to September 6 – DO NOT PROCEED WITH ONLINE RENEWAL)	
Affidavit is current (within 30 days)	
Affidavit is sworn in legal name	
Commissioner for Oaths/notary public/lawyer is adequately identified on affidavit including expiry date (information must be printed or stamped and be legible)	
Broker signature is on affidavit (must be dated ON or BEFORE the date the brokerage acknowledgment is completed, if applicable)	
Brokerage acknowledgement is completed in full if broker has less than 51% controlling interest (share ownership) in the brokerage legal entity (name of partner/director/officer/sole proprietor, signature contact information, date signed – must be dated ON or AFTER the date the affidavit was sworn by broker)	
Fees have been posted to RECA Online: <input type="checkbox"/> \$625 Real Estate <input type="checkbox"/> \$450 Mortgage	
BROKERAGE APPLICATION	✓/x
Correct form completed (Brokerage Licence Renewal Application)	
Form is for current licensing period (2011/2012)	
Class of licence is identified	
Section B (legal entity information) is complete and accurate (compare with RECA Online – if there are any changes to this information, contact RECA – DO NOT PROCEED WITH ONLINE RENEWAL)	
Section C (brokerage information) is complete and accurate (compare with RECA Online – if there are any changes to this information, contact RECA – DO NOT PROCEED WITH ONLINE RENEWAL)	
Section D (suitability) questions are complete and accurate (if any questions have been answered 'yes', the original applications along with copies of all relevant documentation must be forwarded to RECA for processing prior to September 1 – DO NOT PROCEED WITH ONLINE RENEWAL)	
Brokerage acknowledgement is completed in full if broker has less than 51% controlling interest (share ownership) in the brokerage legal entity (name of partner/director/officer/sole proprietor, signature, contact information, date signed – must be dated ON or BEFORE the date the affidavit was sworn by broker)	
Affidavit is current (within 30 days)	
Affidavit is sworn in legal name	
Commissioner for Oaths/notary public/lawyer is adequately identified on affidavit including expiry date (information must be printed or stamped and be legible)	
Broker signature is on affidavit (must be dated ON or AFTER the date the brokerage acknowledgment was completed, if applicable)	
Fees have been posted to RECA Online: <input type="checkbox"/> \$400 Real Estate <input type="checkbox"/> \$300 Mortgage	