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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 *All fields must be completed

1. Brokerage legal entity type: (select one only)
- Corporation *Attach proof of officers, directors and shareholders (including percentage of ownership) for corporation AND any and all corporate shareholders*
- Partnership *Attach proof of partnership*
Names of partners: _____
- Sole proprietorship *Name of sole proprietor: _____*

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

3. Alberta registration/corporate access number

4. Trade name (if applicable)

5. 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 *All fields marked with an asterisk must be completed

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

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

* 8. City

* 9. Postal/Zip code

10. Mailing address (if different than business address)

11. City

12. Prov/State

13. Postal/Zip code

* 14. Business phone

15. Business fax

16. Brokerage website

* 17. Primary email address

* 18. Brokerage fiscal year end

Month

Day

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

Yes No (Provide copy of the Broker of Record Agreement)

D. TRUST ACCOUNTING INFORMATION *Must be completed

20. The brokerage currently maintains/will maintain a trust account(s):

Yes (provide confirmation of trust account(s) from financial institution) No

E. INFORMATION RESPECTING SUITABILITY **Must be completed*

These questions apply to any and all situations and/or events preceding the date of this application.

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

- | | | | |
|-----|---|------------------------------|-----------------------------|
| 21. | 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if a non-publicly traded legal entity) ever been refused a registration, denied authorization in any capacity, withdrawn from an industry and received a lifetime ban, or had any registration, licence, or authorization suspended or revoked by any association, professional or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? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 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) ever 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? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 23. | Is the sole proprietorship, corporation, or partnership or any of its partners, directors, officers or shareholders (only applicable if a non-publicly traded legal entity) currently the subject of a suspension, investigation, licensing conditions, statement of claim relating to the business of an industry member or similar process including, but not limited to, conduct, audit, practice review or competence-related proceedings in any jurisdiction other than RECA? | <input type="checkbox"/> yes | <input type="checkbox"/> 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) ever had any judgments rendered against them or the business? | <input type="checkbox"/> yes | <input type="checkbox"/> 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) ever been in bankruptcy or ever been the subject of any bankruptcy, insolvency or receivership proceedings? | <input type="checkbox"/> yes | <input type="checkbox"/> 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) ever 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? | <input type="checkbox"/> yes | <input type="checkbox"/> 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) ever had any proceedings pursuant to the Criminal Code of Canada commenced against them? | <input type="checkbox"/> yes | <input type="checkbox"/> 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.

F. 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*.

G. 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.

H. 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.

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

J. 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)

K. FEES AND PAYMENT

Please indicate method of payment:

<input type="checkbox"/> VISA	<input type="checkbox"/> Cheque	Amount (Fees for all classes of licences are available at www.reca.ca)
<input type="checkbox"/> MasterCard	Cheque Number _____	
Credit card number	Credit card expiry date	
Name on card	Authorized signature	