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Phone: (403) 228-2954 or 1-888-425-2754
Fax: (403) 228-3065 Web: www.reca.ca

This form is to be used for complaints against persons who are trading in real estate as real estate brokers without an authorization from the Real Estate Council of Alberta (RECA). If you wish to file a complaint against a person who is authorized by RECA as a real estate broker/associate broker/associate, please use the Complaint Form – All Industry Professionals.

The complaint and investigation processes are legal processes and must be carried out in accordance with RECA policies and procedures. RECA recommends that all complainants review RECA's *Guide to Complaints Relating to Unauthorized Practice* prior to making a complaint.

A. COMPLAINANT INFORMATION				
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	1a. Last name	2a. Legal first name		
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	1b. Last name	2b. Legal first name		
3. Date of Birth	4. Mailing address	5. City	6. Prov/State	7. Postal/Zip code
8. Primary phone number		9. Alternate phone number		10. Fax
11. Email (email will be duplicated)				
12. Your role in the transaction				
<input type="checkbox"/> Seller <input type="checkbox"/> Buyer <input type="checkbox"/> Landlord <input type="checkbox"/> Tenant <input type="checkbox"/> Legal Agent <input type="checkbox"/> Borrower <input type="checkbox"/> Lender <input type="checkbox"/> Industry Professional <input type="checkbox"/> Other: _____				
B. YOUR COMMUNICATION PREFERENCES				
I wish to correspond with RECA by (select either or both options) <input type="checkbox"/> Email (as provided in partA) <input type="checkbox"/> Mail				
I agree to accept updates regarding the status of my complaint status from RECA by (select either or both options) <input type="checkbox"/> Email <input type="checkbox"/> Mail				
C. YOUR COMMITMENT TO THE PROCESS				
1. I have read RECA's <i>Guide to Complaints Relating to Unauthorized Practice</i>		<input type="checkbox"/> yes <input type="checkbox"/> no		
(RECA recommends that you read the <i>Guide to Complaints Relating to Unauthorized Practice</i> before making your complaint so that you can fully understand RECA's role and your rights and obligations under the <i>Real Estate Act</i>)				
2. I believe the matter I am making a complaint about falls under RECA's jurisdiction		<input type="checkbox"/> yes		

2. Identities of all related corporations, partnerships or business relationships known to you

2a. Entity Name

2b. All contact information available to you

E. DETERMINING IF AN AUTHORIZATION IS REQUIRED

Generally speaking, a person acts as a real estate broker when they trade in real estate pursuant to section 1(1)(x) of the *Real Estate Act*. The *Real Estate Act* is available on RECA's website (www.reca.ca).

The following questions assist RECA in determining the appropriate course of action. Please take your time and consider the questions carefully before answering.

Part E.1: Are the activities a trade in real estate

Is there a deposition or acquisition or a transaction in real estate? (please note this includes an exchange, an option to purchase or sell, a lease or rental agreement)

Yes No

Is there an offer to purchase, sell, lease or rent real estate?

Yes No

Are there any activities to offer, advertise, list or show real estate for purchase, sale, lease or rent? (*An offering, advertisement, listing or showing does not include: The provision of information, forms and signs, the creation of a webpage to market properties or the publication of a list of properties for purchase, sell, lease or rent.*)

Yes No

Are property management activities taking place?

Yes No

Is the person soliciting, negotiating or obtaining any contracts described above?

Yes No

Is the person collecting, holding in trust, and disbursing condominium contributions from an account other than the condominium corporation's legally owned account on behalf of a condominium corporation for the administration of the condominium corporation?

Yes No

Part E.2: Is the person acting as a real estate broker?

Is the person performing trade activities (please see activities described in Part E.1)?

Yes No

Is the person holding themselves out as being able to perform trade activities?

Yes No

Part E.3

Has the person received or does the person intend to receive remuneration for any of the activities described Part E.1?

Yes No

Part E.4

Does the person disposing of the real estate by sale, exchange, purchase, lease or rent own less than 25% of the real estate being disposed?

Yes No

If you answered "yes" to questions in Part E.2, Part E.3 AND Part E.4, the person in question requires a real estate broker authorization provided they are not exempt pursuant to the *Real Estate Act* or the Regulations. To determine if a person is exempt, please answer the following questions:

8.
9.
10.
<input type="checkbox"/> I have provided copies of all transaction documents with my complaint.

Supporting Witnesses

Names of witnesses in support of this complaint	Contact phone number(s)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

G. DECLARATION OF TRUTH

I agree that all the information contained in this complaint is truthful to the best of my ability.

Signature of Complainant

Date

Signature of Complainant

Date