

NOTICE TO EXECUTIVE DIRECTOR

Summary: Industry members are required to notify the executive director, in writing, when, among other things, they change their name, are convicted of a criminal offence or become the subject of bankruptcy proceedings. [See: *Real Estate Act Rules*, s.40]

Note: For the purposes of this Information Bulletin, and where the context permits, "industry member" includes all licensing classes and categories.

When an industry member completes an application for licensing or renewal, he or she is required to provide information to the Real Estate Council of Alberta related to past disciplinary history, judgments rendered, bankruptcy and receivership proceedings, Criminal Code proceedings and criminal offence convictions. Thereafter, it becomes the responsibility of the industry member to immediately notify the executive director in writing of any changes, additions or corrections to any of the information supplied. Failure to do so may result in a breach of the *Real Estate Act Rules*, section 40, and could result in a finding of conduct deserving of sanction.

Industry members are to provide the notice required under section 40 in writing to the executive director. It can be sent via regular mail, email or facsimile.

In addition to the written notice of any of the above to the executive director, the licensee must provide the particulars and any additional documentation requested by the executive director. In the case of associate brokers or associates, they must also provide a copy of any written notice provided to the executive director to their broker.

Additionally, real estate candidates and appraisers must provide notice in writing to the executive director if they cease to be members in good standing of an appraiser association.

Examples:

Industry members must **immediately** notify the executive director of, among other things, the following occurrences:

1. Discipline by a real estate board or other industry association, regardless of the particulars of the discipline or the action that led to the discipline.
2. Immediately upon filing for bankruptcy (including companies owned by the industry member and companies of which the industry member is a director or officer).
3. At the commencement of Criminal Code proceedings, this includes proceedings for driving under the influence (0.08) and uttering threats. And, upon a Criminal Code conviction.
4. When a judgment has been rendered against an industry member or any companies owned by the industry member or companies of which the industry member is a director or officer in relation to the provision of services or sale of goods to consumers.
5. Change of name.