

The *Real Estate Act* Rules require a brokerage to **immediately** notify the executive director in writing when aspects of the brokerage are amended.

Rule 32 states:

A brokerage must immediately notify the executive director in writing of:

- (a) any circumstance where the broker is no longer able to perform the duties and responsibilities of a broker outlined in these Rules;
- (b) the termination or resignation of the broker who is registered with the brokerage;
- (c) the opening or closing of a trust account;
- (d) a change in the address of the brokerage's registered business office;
- (e) a change in the bank, loan corporation, trust corporation, credit union or treasury branch, or location at which the brokerage maintains a trust account;
- (f) a change in the partners if the brokerage is a partnership; or
- (g) a change in the officers, directors or shareholders of a corporation if the brokerage is a corporation.

Rule 40(1) states:

An industry member¹ must immediately notify, in writing, the executive director when: a) the name of the industry member changes.

¹ *An industry member means any person who holds a licence issued under Real Estate Act Rules. A brokerage is considered to be a person under the Act.*

Following is a guide to reporting brokerage amendments to RECA.

NOTE: From October 15 to August 15 (non-renewal times), notices of brokerage amendment(s) provided to RECA are reviewed within 3 business days. Additional information may be required as a result of this review. If you have not been contacted within 3 days of providing notice of the brokerage amendment during non-renewal times, please contact a Licensing Administrator by phone at: 403-228-2954 (toll-free within Alberta at: 1-888-425-2754) or email: licensing@reca.ca.

REGISTERED BROKER

In the event that the broker currently registered with a brokerage is terminated or resigns from the brokerage or is otherwise unable to continue to perform the duties and responsibilities of a broker as outlined in the *Real Estate Act* Rules, the brokerage must cease operations or designate a qualified broker to replace him/her.

Please refer to the [Change of Broker Guide](#) which is available at www.reca.ca for further information.

BROKERAGE TRUST ACCOUNT(S)

A broker must modify the brokerage's trust account(s) using RECA ONLINE. The location and account number information for the brokerage's trust account(s) must be current, accurate and on file with RECA at all times. Instructions for this procedure are included in the *RECA ONLINE User Manual* ([real estate](#) / [mortgage](#)). There is no charge to amend the brokerage's trust account(s) information.

BROKERAGE CONTACT INFORMATION

The broker must ensure that the brokerage's contact information is current, accurate and on file with RECA at all times. Additionally, the brokerage must maintain accurate and current contact information for all industry members registered to the brokerage. There is no charge to amend the brokerage's or industry members' contact information.

Instructions for updating contact information are included in the *RECA ONLINE User Manual* ([real estate](#) / [mortgage](#)).

BROKERAGE BUSINESS ADDRESS

The brokerage's business address must be current, accurate and on file with RECA at all times. In the event that the brokerage's business address has been or will be changed, RECA requires:

- A completed original [Notice of Brokerage Amendment\(s\)](#)
- Proof of compliance with municipal zoning requirements. Contact the municipal authorities for their specific requirements. Some examples include but are not limited to:
 - Business Licence/Permit
 - Zoning certificate indicating zoning of property and permitted uses
 - Home Occupation/Class 1 Permit
 - Lease Agreement indicating commercial zoning
- \$50.00 processing fee to be posted to the brokerage's RECA ONLINE Account

BROKERAGE NAME

In the event that the brokerage has amended its registered corporate or trade name, RECA requires:

- A completed original [Notice of Brokerage Amendment\(s\)](#)
- In the case of a corporate name amendment, a copy of the certificate of amendment from Alberta Registries
- In the case of a trade name amendment, a copy of the proof of trade name filing for adding/amending trade name unless the trade name is being dropped
- If the brokerage wishes to operate in a “.ca” or “.com” name, proof of domain name registration such as a copy of the CIRA registration or equivalent; and,
- \$50.00 processing fee to be posted to the brokerage’s RECA ONLINE Account

PARTNERSHIP AMENDMENT

In the event that the brokerage partnership has been amended, RECA requires:

- A completed original [Brokerage Licence Application For Partnership/Corporate Structure Amendment](#)
- A completed original [Notice of Brokerage Amendment\(s\)](#)
- A copy of the amended partnership agreement
- A copy of the proof of filing of the partnership amendment from Alberta Registries
- If the broker is not a partner of the partnership or a manager designated by the partnership, a written agreement giving the broker authority to carry out the duties and responsibilities of a broker under the Rules (see samples below) must be provided to RECA (s. 51(2) for real estate brokers, s. 67(s) for mortgage brokers).
 - [Real Estate Broker of Record Agreement sample](#)
 - [Mortgage Broker of Record Agreement sample](#)
- \$50.00 processing fee to be posted to the brokerage’s RECA ONLINE Account

CORPORATE OFFICERS, DIRECTORS AND/OR SHAREHOLDERS

In the event that there is a change to the brokerage corporation’s officers, directors or shareholders RECA requires:

- A completed original [Brokerage Licence Application For Partnership/Corporate Structure Amendment](#)
- A completed original [Notice of Brokerage Amendment\(s\)](#)
- Proof of the amendment, such as an original certified true copy of a Directors’ or Shareholders’ Resolution, or Proof of Filing from Alberta Registries (if change has already been reported).
- Current Corporation/Non-Profit Search from Alberta Registries.
- \$50.00 processing fee to be posted to the brokerage’s RECA ONLINE Account
- A Broker of Record Agreement, if the amendment results in the broker no longer having controlling interest in the ownership of the brokerage.
 - [Real Estate Broker of Record Agreement sample](#)
 - [Mortgage Broker of Record Agreement sample](#)

CORPORATE ACCESS NUMBER

If the brokerage corporation’s Alberta registration/corporate access number has been or will be amended please contact RECA for further direction.