

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.

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;

Following is a guide to reporting a change of broker 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.

CURRENT REGISTERED BROKER

A completed original [Notice of Brokerage Amendment\(s\)](#).

In the event that the current registered broker is deceased:

- A copy of the certificate of death or funeral directors' report must be provided to RECA by the brokerage.
- The Notice of Brokerage Amendment(s) is to be signed by a partner or officer, director or shareholder of the brokerage

In the event that the current registered broker is or will be terminating or resigning:

- Signed, written notification indicating that the current registered broker wishes to cancel their registration as broker, including effective date, must be provided to RECA.

INCOMING BROKER

The following must be provided to RECA by the incoming broker:

1. Cancellation of incoming broker's registration, if required:
 - A. If the incoming broker is currently registered as an associate or associate broker:
 - A completed [associate/associate broker registration cancellation](#) form to terminate registration
 - B. If the incoming broker is currently registered as a broker with another brokerage:
 - Signed, written notification of cancellation of broker registration; OR
 - A completed original [Declaration of Undertaking](#) to cease the brokerage (*sample*)
2. Incoming broker application:
 - A. For an individual applying for a broker licence and registration for the first time, a completed original [broker application for licence and registration](#) must be provided with required licensing fee (see [Guide to Completion](#) for further instructions).
 - B. For an individual who is or has been previously registered as a broker, a completed original [broker application for registration](#) must be provided with required licensing fee (see [Guide to Completion](#) for further instructions).
3. A completed original *Declaration of Undertaking* ([broker cancellation and registration of new broker.](#)) (*sample*) detailing the steps the new broker must take to ensure they are aware of the brokerage's obligations regarding monies held in trust. Ensure that all of the following information is contained in the Declaration of Undertaking:
 - Full legal name of the brokerage including trade name
 - Identification of all brokerage trust account(s) number(s), location(s) and current balance(s)
 - That they will be accepting responsibility for all of the brokerage's licensed obligations effective (date – must be the same date of cancellation of the previous broker's registration and activation of the new broker's registration)
4. If the broker does not have controlling interest in the ownership of the brokerage (minimum 51%), a written agreement giving the broker authority to carry out the duties and responsibilities of a broker under the Rules 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](#)
5. Executed [RECA ONLINE Electronic Filer Agreement](#)
6. Executed final page of the RECA ONLINE User Manual.

- [Real Estate RECA ONLINE User Manual](#)
- [Mortgage RECA ONLINE User Manual](#)

7. Training for use of the RECA ONLINE system will be provided for new broker applicants.