

# Opening a brokerage



You are eligible to open a brokerage if you have two years of experience as an associate in the last five years. Real estate brokers must also complete the Real Estate Brokers Program. If you're eligible, the Apply to Open a Brokerage button is visible on your Current Licences page within the Licensing tab. Before proceeding, read the Opening a Brokerage section on the RECA website.

you are not, you are no longer eligible for licensing

[View all recent licence activity across all industries](#) (eg. licence registrations, cancellations, transfers)

#### Real Estate

Licence Status:

Authorized



Licence Class: Associate Broker

[Renew](#)

[Cancel](#)

Industry:

Real Estate

Expiry Date: 30-Sep-15

Licence Authorization:

Comm, PM, Res, Rur

Brokerage: 0038846 Alberta Ltd. o/a RECA Brokerage Inc.

Renewal Status:

Not Renewed

Date Renewed:

Re-licensing Education Program Requirement : Not Required

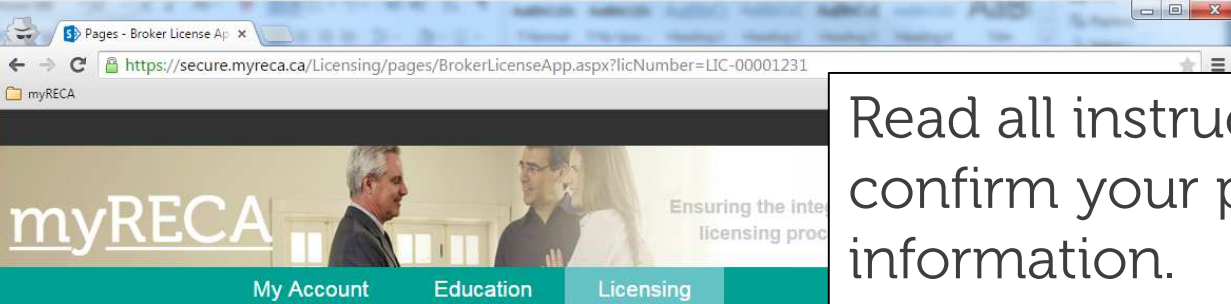
More: [View Certificate](#)

Required Course :

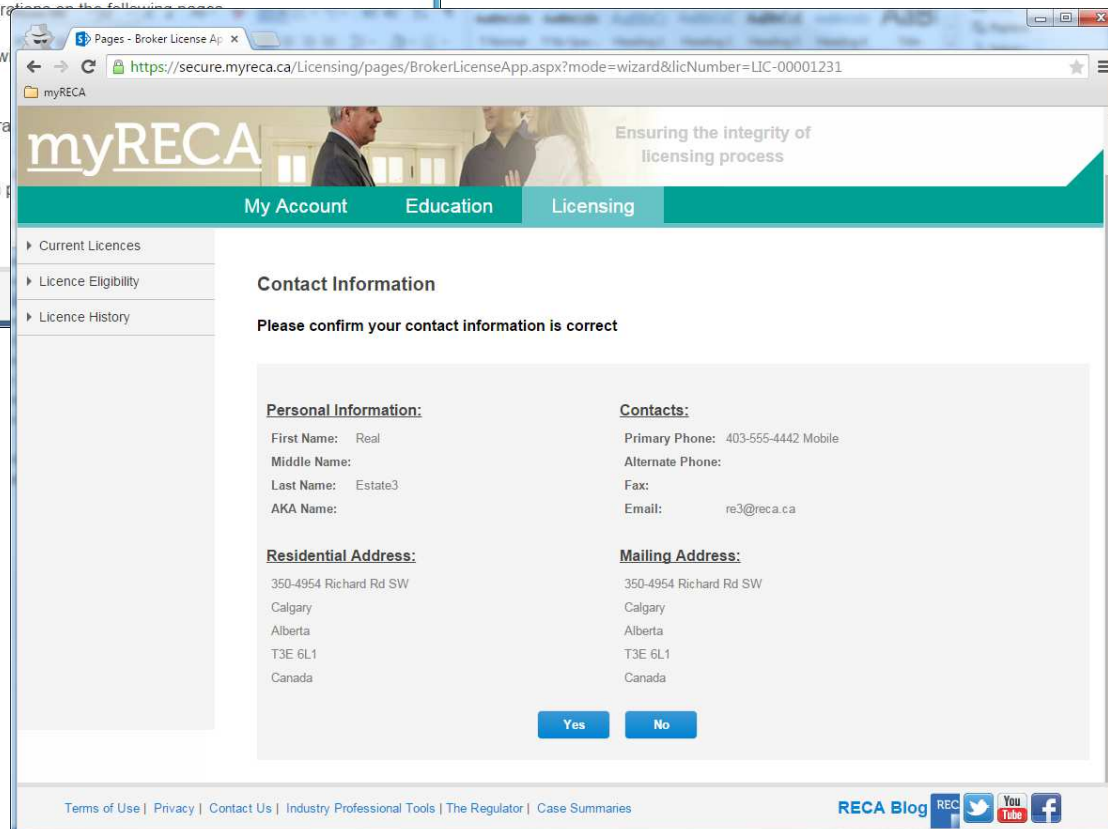
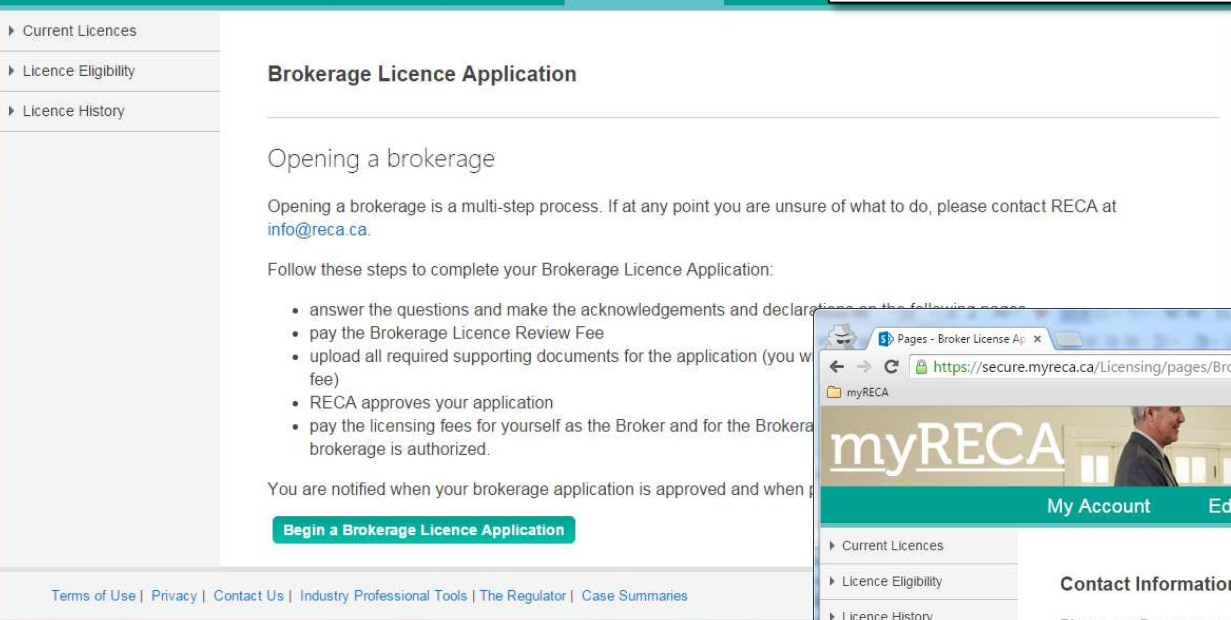
#### More Information

[Apply to Open a Brokerage](#)





Read all instructions carefully and confirm your personal and contact information.





Declare your ownership percentage and your ownership type. What you choose affects the types of supporting documents RECA requires.

- ▶ Current Licences
- ▶ Licence Eligibility
- ▶ Licence History

## Brokerage Licence Application

### Declaration of Brokerage Ownership Type

**IMPORTANT:** If the broker does not own 100% of the brokerage, the proprietor, a partner, or a director or officer of the brokerage who is NOT the broker must complete additional information after the initial application is complete. The necessary additional information depends on your answer below and you will be instructed what is required accordingly.

Select the level of broker ownership:

- ☐ The broker owns 100% of the brokerage
- ☐ The broker owns greater than 50% of the brokerage
- ☐ The broker owns 50% or less of the brokerage

☐ What is the brokerage legal entity type?

New Brokerage - Proprietorship ▼

Back

Next

Pages - Broker License Ap x

https://secure.myreca.ca/Licensing/pages/BrokerL

myRECA

myRECA

Ensuring the integrity of  
licensing process

My Account

Education

Licensing

Current Licences

Licence Eligibility

Licence History

Brokerage Licence Application

Brokerage Franchise and Domain Name

Is your brokerage a franchise?

☐ Yes ☐ No

+

Does your brokerage name or trade name contain a domain name?

☐ Yes ☐ No

Back

Next

Terms of Use | Privacy | Contact Us | Industry Professional Tools | The Regulator | Case Summaries

RECA Blog

REC

YouTube

f

Indicate if you are a franchisee and if your brokerage name contains a domain name (eg. RECAMortgages.ca)

Provide your brokerage information.

If you operate under a different name, include

Alberta registration/corporate access number

Trade name (if applicable)

Business Email

Main Phone

Business fax

☐ Fiscal Year End (Date)



Type of brokerage?

If you operate under a trade name, indicate both your corporate name and operating name (eg. 111111 Alberta o/a RECA Brokerage Inc.). The operating as name may be your trade name, but please indicate it in the two locations shown.

This drop down menu only appears for real estate brokerages. It is where you indicate you are operating as a common law or designated agency brokerage.

Fill in your brokerage business address. This address must be in Alberta.

## Brokerage Licence Application

### Brokerage Business Address

Provide your business address and mailing address (cannot be a P.O. box)

☒ Business address in Alberta

City

Business Province

Postal Code

Back

Next


Pages - Broker Licence Ap x  
https://secure.myreca.ca/Licensing/pages/BrokerLicenseApp.aspx?mode=wizard&licNumber=LIC-00001231  
myRECA

Current Licences  
Licence Eligibility  
Licence History

### Brokerage Licence Application

Brokerage Mailing Address

Provide your business mailing address

Mailing address 

Mailing city

Mailing Province/State

Mailing Postal/Zip code

Mailing Country

Back Next

[Terms of Use](#) | [Privacy](#) | [Contact Us](#) | [Industry Professional Tools](#) | [The Regulator](#) | [Case Summaries](#)

Fill in your brokerage mailing address and the address for the location of your financial records. These may be outside of Alberta. If your original financial records are being kept outside of Alberta, ensure you have electronic copies available at your business address in Alberta.

Pages - Broker Licence Ap x  
https://secure.myreca.ca  
myRECA

Current Licences  
Licence Eligibility  
Licence History

### Brokerage Licence Application

#### Location of Financial Records

Please provide the location of your brokerage's financial records.

Address 

City

Province

Postal Code

Back

Next

Pages - Broker License Ap x

← → ↻ <https://secure.myreca.ca/Licensing/pages/BrokerLi>

myRECA

- ▶ Current Licences
- ▶ Licence Eligibility
- ▶ Licence History

## Brokerage Licence Ap

These questions apply to YOU, the application or since the date of you questions carefully and answer the

**IMPORTANT:** If your brokerage is N shareholders of the brokerage must supporting document for completing answers given by the directors, offi commissioner for oaths or notary p

**IMPORTANT:** If you are unsure of a majority shareholder, contact RE

If you answer **Yes** TO ANY QUEST

- a sworn statement in your own w
- copies of all relevant documentat
- any further information requested

Read the instructions carefully and answer the suitability questions. This page applies to you, personally, as the broker.

If the brokerage is a corporation and you do not own 100% of the brokerage, a representative of the other owners will have to sign a physical copy of the Brokerage Suitability Questions (available on RECA's website), and you will upload the document with the other supporting documents required to open your brokerage.

### Questions

For the purposes of these questions, YOU, refers to you as an individual, and to any corporations for which you are or were a shareholder, director or officer, and to any partnerships in which you are or were a partner.

Have you been refused a licence, registration or authorization of any kind by any regulatory body of any kind in any jurisdiction other than RECA?

☐ Yes ☐ No

Pages - Broker License Ap x

← → ↻ <https://secure.myreca.ca/Licensing/pages/BrokerLicenseApp.aspx?r>

myRECA

My Account Education Lic

▶ Current Licences

▶ Licence Eligibility

▶ Licence History

## Brokerage Licence Application

### Authorization & Acknowledgement and Responsibilities

☐ I authorize RECA to verify any information on this application from any source. I acknowledge I am responsible for any costs for verification. In making this application, I consent to RECA's collection, retention, use, and disclosure of my personal information for licensing and all regulatory purposes in relation to the administration of the *Real Estate Act* and in accordance with the *Personal Information Protection Act*.

☐ I acknowledge my application requires subscribing to the Real Estate Insurance Exchange (REIX) and accepting the REIX Subscription Agreement. I acknowledge there are rights and obligations created by this Subscription Agreement, and I agree to be bound by the terms of the Agreement and the Insurance Policy issued by REIX. I appoint REIX as my attorney and grant the attorney powers as set out in Appendix A to the REIX Subscription Agreement.

☐ I understand and accept the duties and responsibilities of an associate/associate broker as set out in the *Real Estate Act* and the *Real Estate Act Rules*. I am aware I must follow all standards of practice and comply with the Act, the Rules, and applicable laws. I acknowledge my obligation to familiarize myself with the applicable laws of Alberta, to only engage in work or provide services I am authorized and competent to do, and to abide by any terms, restrictions and conditions on my licence. I will immediately notify the executive director, in writing, of any changes to the information provided in support of this application that may occur during the application process or after my authorization.

Back Next

Make your acknowledgements by checking the boxes. This is the real estate version. Mortgage brokerages do not have a section for REIX.

Make your Declaration.

Pages - Broker License Ap x

https://secure.myreca.ca/Licensing/pages/BrokerLicenseApp.aspx? myRECA

Welcome Real | Logout Help

**myRECA** Ensuring the integrity of licensing process

My Account Education **Licensing**

Current Licences  
Licence Eligibility  
Licence History

### Brokerage Licence Application

#### Declaration




Please read the following affidavit carefully:

I have read and understand all questions and statements contained in this application. I have taken all the necessary steps to ensure the accuracy of the information provided and responses to these questions. All responses and information provided by me to RECA in this application are true, complete and accurate.

☒ Yes ☐ No

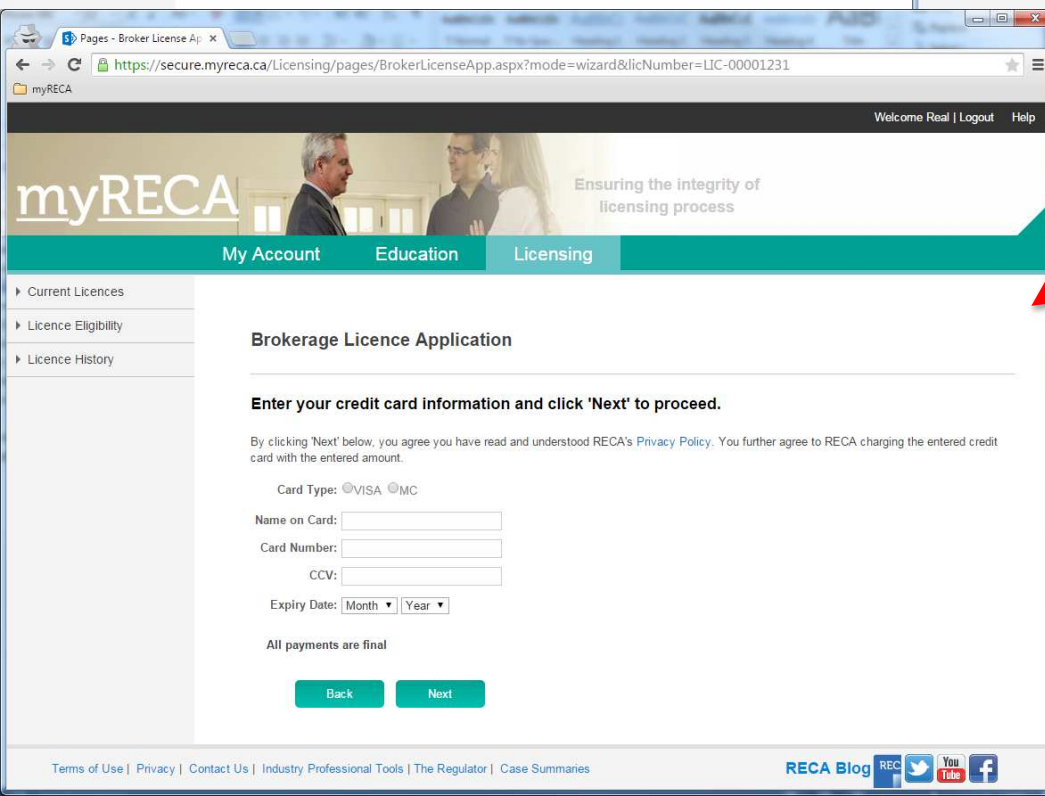
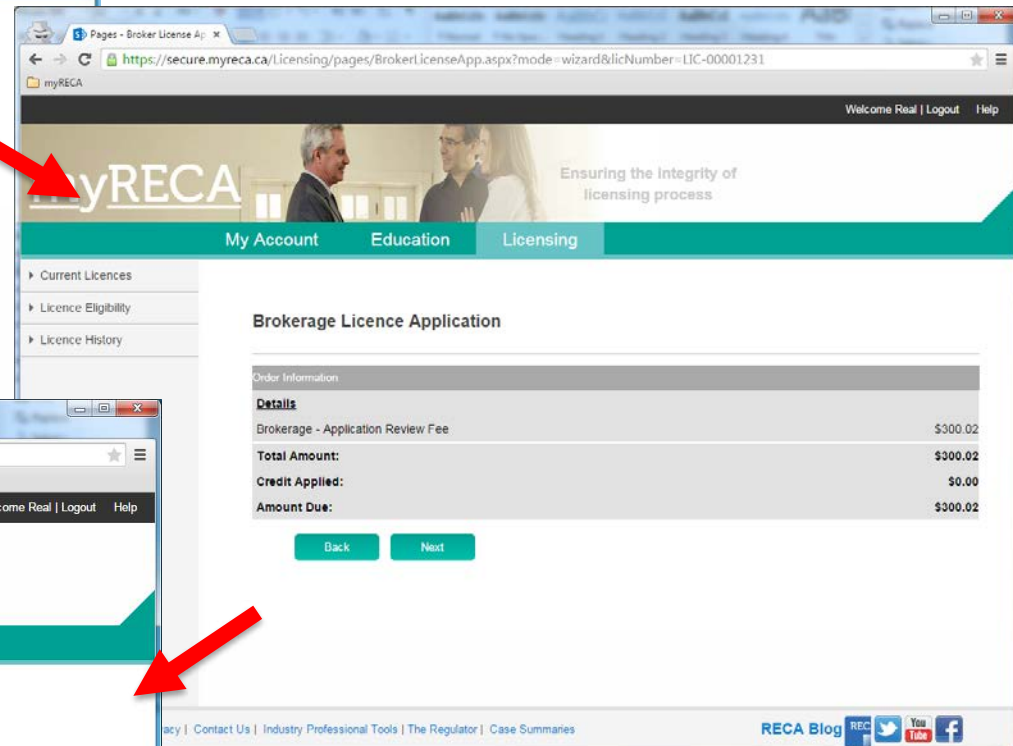
Back Next

Terms of Use | Privacy | Contact Us | Industry Professional Tools | The Regulator | Case Summaries

RECA Blog REC   



Pay the Brokerage Application Review Fee.



Be sure to click **Complete**.

Pages - Broker License Ap x

https://secure.myreca.ca/Licensing/pages/BrokerLicenseApp.aspx?r

myRECA

Welcome Real | Logout Help

**myRECA** Ensuring the integrity of licensing process

My Account Education **Licensing**

Current Licences  
Licence Eligibility  
Licence History

### Brokerage Licence Application

Thank you. You will receive an email with your receipt shortly. Click **Complete** to submit your application to RECA for review.

**Complete**

Terms of Use | Privacy | Contact Us | Industry Professional Tools | The Regulator | Case Summaries

RECA Blog REC Twitter YouTube Facebook

- My Information
- Message Centre
- My Applications**
- Payment History
- Account Settings

## My Applications ?

When **Complete** appears under **Actions** on an application, you must take further steps to complete your application. This may involve uploading documents.

When the application Status is **Waiting for Details**, but no **Complete** link appears, it may mean RECA is waiting for a third-party to provide documents for the application. Click **View** under **Actions** to see what is required.

For tutorials on your applications or on uploading documents, click [here](#).

If you wish to take courses to become licensed in another profession, you must first apply for Education Eligibility in that area using the link below.

Industry:

Industry	Application Type	Status	Assigned To	Date Submitted	Actions
Real Estate	New Brokerage Application - Review	Waiting for Details	Applicant	10-Jun-15	<a href="#">Cancel</a>   <a href="#">Complete</a>   <a href="#">View</a>

Once submitted, go to the My Applications page on the My Account tab. Your brokerage review application is there. Click Complete to view and upload your supporting documents.

These are the supporting documents for a real estate partnership where the broker owns 50% or less of the brokerage and it is a franchise and has a domain name in the brokerage name. Your documents may be different based on your industry, ownership type, ownership amount and your answers to the franchise and domain name questions.

Upload your documents as you gather them.

Application Documents Required	Status	Actions
<b>New Brokerage Application - Review - [APP-00032029]</b>	<b>Waiting for Details</b>	
<input type="checkbox"/> Broker Management Agreement	Waiting for Details	<a href="#">Upload</a>
<input type="checkbox"/> Continuing Guarantee	Waiting for Details	<a href="#">Upload</a>
Brokerage Suitability Questions	Waiting for Details	<a href="#">Upload</a>
Partnership Agreement	Waiting for Details	<a href="#">Upload</a>
Proof of Partnership filing	Waiting for Details	<a href="#">Upload</a>
<input type="checkbox"/> Corporate Summary	Waiting for Details	<a href="#">Upload</a>
Franchise Agreement	Waiting for Details	<a href="#">Upload</a>
Domain Name Registration	Waiting for Details	<a href="#">Upload</a>
Current Trade Name Filing	Waiting for Details	<a href="#">Upload</a>
<input type="checkbox"/> myRECA e-Filer Agreement	Waiting for Details	<a href="#">Upload</a>
<input type="checkbox"/> myRECA User Manual	Waiting for Details	<a href="#">Upload</a>

When all your documents are submitted and approved, your application review is approved and a new application automatically generates in your My Applications section. This is the Licensing Fee payment application. To pay your fees, click [Payment](#).

- ▶ My Information
- ▶ Message Centre
- ▶ **My Applications**
- ▶ Payment History
- ▶ Account Settings

## My Applications

When **Complete** appears under **Actions** on an application, you must take further steps to complete your application. This may involve uploading documents.

When the application Status is **Waiting for Details**, but no **Complete** link appears, it may mean RECA is waiting for a third-party to provide documents for the application. Click **View** under **Actions** to see what is required.

For tutorials on your applications or on uploading documents, click [here](#).

If you wish to take courses to become licensed in another profession, you must first apply for Education Eligibility in that area using the link below.

Industry:

Industry	Application Type	Status	Assigned To	Date Submitted	Actions
Real Estate	New Brokerage - Licensing Fees	Waiting for Payment	Applicant	10-Jun-15	<a href="#">Cancel</a>   <a href="#">Payment</a>
Real Estate	New Brokerage Application - Review	Approved	RECA	10-Jun-15	<a href="#">View</a>

These are the fees for a new real estate brokerage, where the broker was licensed as an associate or associate broker within the same licensing year. Your fees may be different depending on your industry and your current licensing situation.

Pages - Lic...  
myRECA

myR

My AccountEducationLicensing

My Information

Message Centre

My Applications

Payment History

Account Settings

Application Payment

Payment Invoice

Payment Information

Details

Licensing - Brokerage

New Brokerage - REIX Premium

Registration - Re-registration (Transfer)

Total Amount:

Credit Applied:

Amount Due:

\$450.02

\$100.00

\$55.00

\$605.02

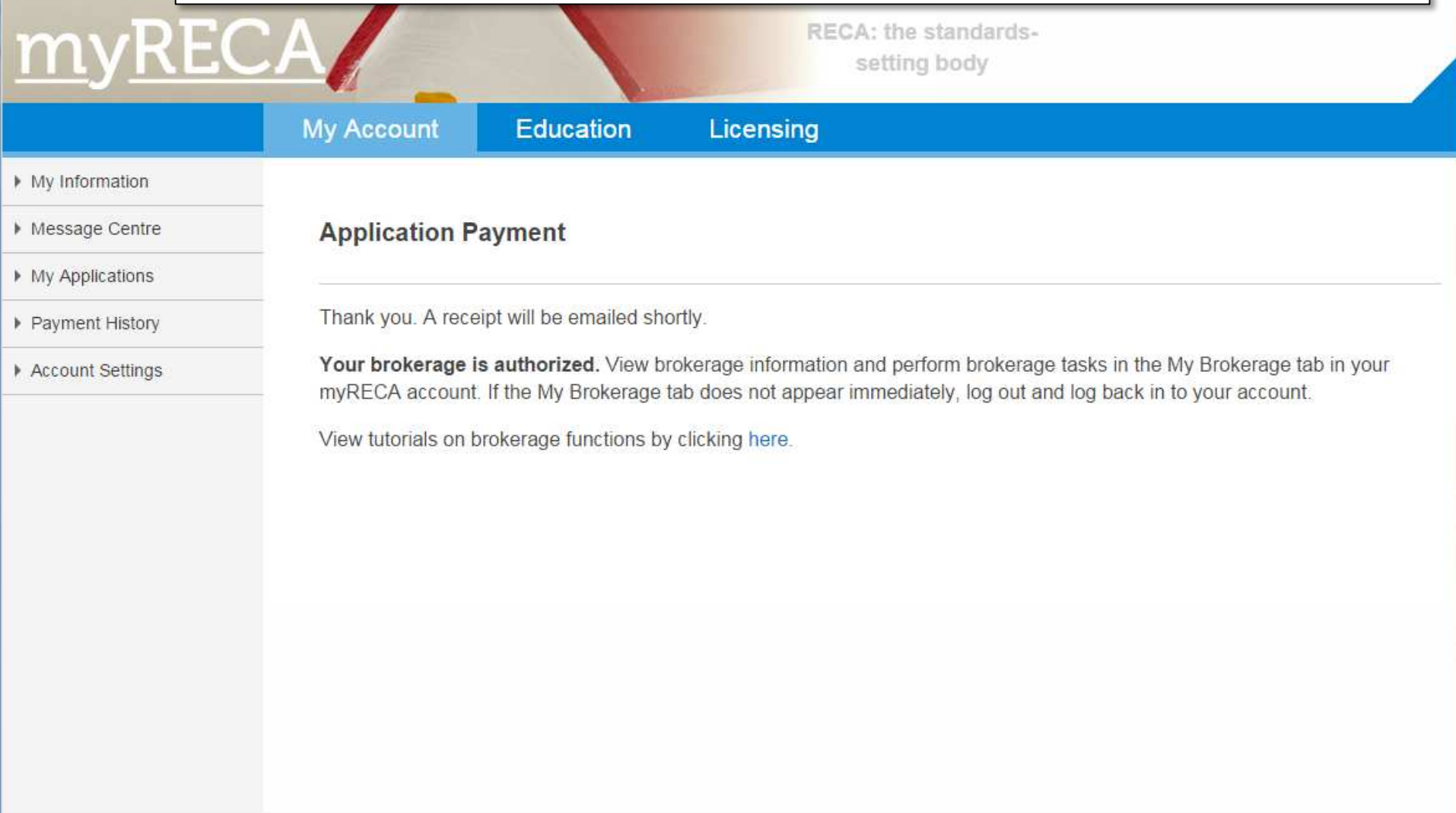
\$0.00

\$605.02

Back

Next

Once you pay the licensing fees your brokerage is authorized automatically. You must log out and log back in for your brokerage functions to appear on your account.



The image shows a screenshot of the myRECA website. The header features the myRECA logo on the left and the tagline 'RECA: the standards-setting body' on the right. Below the header is a blue navigation bar with three tabs: 'My Account', 'Education', and 'Licensing'. The 'My Account' tab is currently selected. On the left side of the page, there is a vertical sidebar menu with the following items: 'My Information', 'Message Centre', 'My Applications', 'Payment History', and 'Account Settings'. The main content area of the page is titled 'Application Payment' and contains the following text: 'Thank you. A receipt will be emailed shortly.' followed by a bolded statement: 'Your brokerage is authorized.' and a paragraph explaining that users can view brokerage information and perform tasks in the 'My Brokerage' tab, advising them to log out and back in if the tab does not appear immediately. At the bottom of the main content area, there is a link to 'View tutorials on brokerage functions by clicking here.'

myRECA

RECA: the standards-setting body

My Account Education Licensing

My Information  
Message Centre  
My Applications  
Payment History  
Account Settings

### Application Payment

Thank you. A receipt will be emailed shortly.

**Your brokerage is authorized.** View brokerage information and perform brokerage tasks in the My Brokerage tab in your myRECA account. If the My Brokerage tab does not appear immediately, log out and log back in to your account.

View tutorials on brokerage functions by clicking [here](#).

Once you log back in, your My Brokerage tab appears. To learn the brokerage functions, see the Navigating the My Brokerage Tab Tutorial.

myRECA

Enhancing professionalism  
through self-regulation

My Account

Education

Licensing

My Brokerage

► Licence

► Message Centre

► My People

Applications

► Accounting Reports

► Brokerage Information

Payment Cart

Payment History

Account Administration

Trust Accounts

Brokerage Structure

Real Estate

## Licence

Cease Brokerage

Licence Status:	Authorized 
Industry:	Real Estate
Expiry Date:	30-Sep-15
More:	<a href="#">View Certificate</a>
Renewal Status:	Not Renewed
Date Renewed:	