



## 2024 Broker Guide to Renewing Broker/Brokerage Licences

All real estate, mortgage brokerage, and condominium management licences expire on September 30<sup>th</sup> each year unless the licence is renewed, regardless of when they were issued.

If you and your brokerage want to continue practicing on October 1<sup>st</sup>, you must complete your online combined broker and brokerage licence renewal - including payment of your licensing renewal fees - through [myRECA](#) no later than September 30<sup>th</sup>.

We encourage you to complete your broker and brokerage licence renewal well before the renewal deadline. RECA's call and email volumes increase dramatically as the deadline draws closer. If you need to reach us, please note the contact information for Registration Services below:

Email: [renewal@reca.ca](mailto:renewal@reca.ca)

Phone: 403-228-2954 (press 1 for renewals)

Tollfree: Toll Free: 1-888-425-2754 (press 1 for renewals)

Our hours of operation are 8:00 am to 4:30 pm, weekdays.

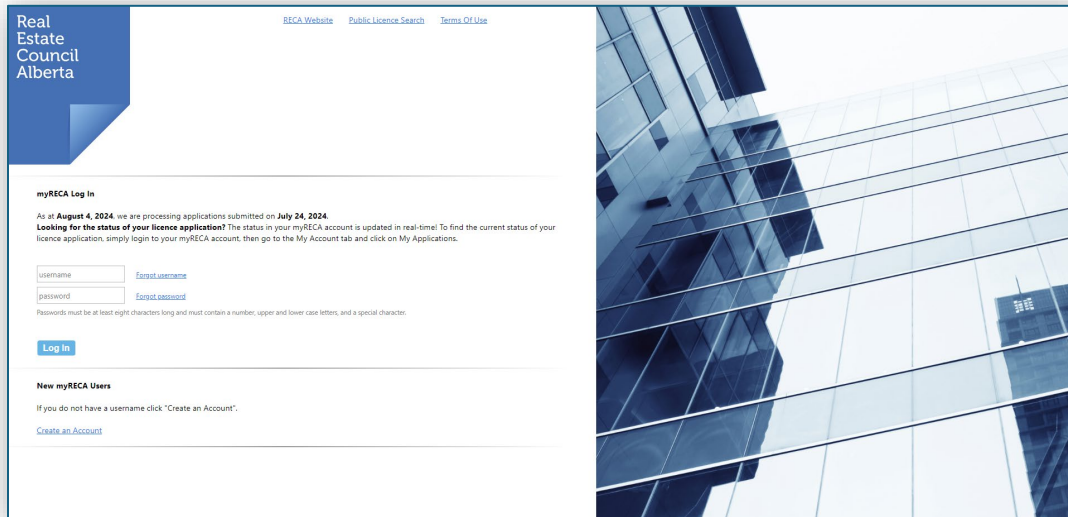
Following is a comprehensive guide to assist you in renewing your broker and brokerage licences for the next licensing period which begins on October 1<sup>st</sup>.

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## Accessing myRECA

Log in to your [myRECA account](#) by entering your myRECA username and password.



! Do not share your myRECA login credentials with anyone. It is a violation of [myRECA Terms of Use](#) and may result in sanction.

## Trouble-shooting

If you cannot remember your **myRECA username**, you can retrieve it by clicking the [Forgot username link](#) on the myRECA login page. You'll need to enter the email address in your myRECA account to receive an email containing your username (this email will be sent to the email address in your myRECA account).

If you cannot remember your **password**, you can reset it by clicking the [Forgot password link](#) on the myRECA login page. You'll need to input your myRECA username and the email address we have in your myRECA account and answer one of your security questions correctly. RECA staff do not have access to your password and cannot reset it for you.

Call us at 403-228-2954 (press 1 for renewals) during regular business hours if you need to retrieve your myRECA username and/or reset your password **and you:**

- have changed your email address and/or no longer have access to the email address in your myRECA account
- don't know/remember what email address is in your myRECA account
- don't know/remember the answers to your security questions

! Registration Specialists **cannot** assist you with regaining access to your myRECA account **via email**.

## Before you renew your broker and brokerage licences

! If any events described in [Section 40](#) of the *Real Estate Act* Rules have occurred, you must notify the registrar about the event(s) before you can renew your and the brokerage's licences. Failure to report an event(s) prior to renewing may result in sanction or suspension or cancellation of your licence. Refer to this [Guide to Notifying the Registrar](#) and page 5 of the [Navigating My Account myRECA Tutorial](#) for more information.

! You must report any amendments captured in [Section 32](#) of the *Real Estate Act* Rules that you have not already reported to the registrar. Visit the [Brokerage Amendments](#) page on our website for more information. Failure to report an amendment(s) prior to renewing may result in sanction or suspension/cancellation of your licence.

! If you own 50% or less of your brokerage, you must have a [Brokerage Renewal Suitability Questions](#) form completed by one of the brokerage's officers, directors, or partners before you complete your online broker/brokerage renewal. Renewing your broker/brokerage licences without having this completed form may result in sanction or suspension/cancellation of your licence. You do not need to submit your completed form to RECA. Keep it on file at your brokerage.

## Online licence renewal steps

1. Log in to your [myRECA account](#)
2. Go to the **My Brokerage** tab
3. Click the **Start Renewal** button
4. Follow the steps
5. Pay your broker and brokerage licensing renewal fees

! Refer to [Appendix A](#) for detailed instructions.

## 2024 licensing renewal fees

The broker/brokerage licensing renewal fees in the table below include the \$250 licensing renewal fee credit and the increased REIX premium for real estate brokers/brokerages.

Licensee category	Individual Licensing fee	Individual Licensing renewal fee credit	Individual REIX premium	Brokerage Licensing fee	Brokerage REIX premium	Total
Real estate broker/brokerage	\$475	-\$250	\$200	\$450	\$200	<b>\$1,075</b>
Mortgage broker/brokerage	\$475	-\$250	N/A	\$450	N/A	<b>\$675</b>
Condominium Management broker/brokerage	\$475	-\$250	N/A	\$450	N/A	<b>\$675</b>

You must pay your broker and brokerage licensing renewal fees and complete your online broker/brokerage licence renewal by the September 30<sup>th</sup> deadline, even if you received or reinstated your licence or opened a new brokerage recently, or:

- ! • your brokerage will be **ceased** effective October 1<sup>st</sup> and you may have to provide a closing audit. A brokerage licence cannot be reinstated. If you wish to re-open your brokerage, you will have to apply to [open a new brokerage](#), pay the required application and licensing fees, and may be required to provide supporting documentation
- you will forfeit the \$250 licensing renewal fee credit
- you (and any licensees with your brokerage) will be unable to practice until you reinstate your licences

### Licensing renewal fee credit

Brokers who pay their licensing renewal fees and complete their licence renewal by the September 30<sup>th</sup> deadline will receive a **\$250 licensing renewal fee credit**. This credit applies to the individual licence only, not the brokerage licence.

### Increased Real Estate Insurance Exchange (REIX) premium

Real estate brokers and brokerages will pay an increased REIX premium (\$200 from \$175 for brokers; \$200 from \$100 for brokerages).

You can find more information about licensing fees and the *2024 Fee Schedule* on our website: [Fees | RECA](#)

## Methods of payment

You can pay for your broker/brokerage licensing renewal fees in any of the ways described in this section.

If your broker and brokerage licensing renewal fees are NOT received by one of the methods below in time for you to complete your online broker/brokerage renewal by the September 30<sup>th</sup> deadline, you can use the funds towards your licence reinstatement fee/new brokerage application and licensing fees, beginning on October 1<sup>st</sup>. However, **you will forfeit the [\\$250 licensing renewal fee credit](#)**. If you wish to reinstate your licence and/or re-open your brokerage, you will need to remit the additional funds.

### Online credit card payment through myRECA

Refer to page 23 of [Part One: Appendix A](#).

### Cheque, bank draft, money order

If paying via this method, ensure your payment:

- is dated for September 30<sup>th</sup> or earlier
- is made payable to the Real Estate Council of Alberta
- includes your name and the brokerage's name as they appear in your myRECA account
- covers the full cost of your broker/brokerage licensing renewal fees
- refer to the [Broker Guide to Renewing Licensees](#) if you are including licensing renewal fees for licensees with your brokerage
- is received by RECA no later than **3:00 pm on September 30<sup>th</sup>**

When we receive your payment, we will place a credit on your brokerage's myRECA account for you to use when completing your online broker/brokerage renewal. We will email you when this happens. **You must then complete the online renewal on or before September 30<sup>th</sup>** (refer to page 23 of [Part One: Appendix A](#) for information on paying your broker/brokerage licensing fees and completing your licence renewals).

### Online banking payment

The following financial institutions allow account holders to make online banking payments to RECA:

- an Alberta Credit Union
- BMO - Bank of Montreal
- RBC – Royal Bank
- Scotiabank
- TD Canada Trust
- CIBC

If paying via this method, ensure your payment is made on or before 4:00 pm on September 26<sup>th</sup>). You will need to set up **The Real Estate Council of Alberta** as a payee and enter your **Contact ID\*** as the account number in your online banking system.

\* Your Contact ID is not the same as your myRECA username. You can locate your Contact ID in your myRECA account directly above your profile photo.

Ensure you enter your Contact ID in your online banking system as: **CONXXXXXXXX**. Do not include a dash or space between the CON and the numeric digits of your Contact ID.

Once you have completed your payment through online banking, email **!** [aservices@reca.ca](mailto:aservices@reca.ca) with the name of your bank and a screenshot of the payment confirmation message so we can apply your payment as a credit on your myRECA account.

When we receive your payment, we will place a credit on your brokerage's myRECA account for you to use when completing your online broker/brokerage renewal. We will email you when this happens. **You must then complete the online renewals on or before September 30<sup>th</sup>** (refer to page 23 of [Part One: Appendix A](#) for information on paying your broker/brokerage licensing fees and completing your licence renewals).

## E-transfer

RECA does not accept e-transfers.

## FAQs

### **Are there any update courses this year?**

There are no required update courses for licensees in any industry this year.

### **I just opened my brokerage/became newly licensed or reinstated recently, do I have to renew?**

Yes, if you and your brokerage wish to continue practicing on October 1<sup>st</sup>, you must renew your broker and brokerage licenses by the September 30<sup>th</sup> renewal deadline.

### **I declared bankruptcy (was charged with or convicted of a criminal offense/had a judgment/was disciplined) this year. Do I have to report it during my renewal?**


Licensees must immediately notify the registrar about certain events that occur while they are licensed pursuant to [Section 40](#) of the *Real Estate Act Rules*.

If you have not already notified the registrar about an event that has occurred, you must do so before you renew. Refer to this [Guide to Notifying the Registrar](#) and page 5 of the [Navigating My Account myRECA Tutorial](#) for more information. Once you report the matter, depending on the circumstances, you may be able to proceed with your renewal before the registrar has concluded the review of the event in question.

If you renew your broker/brokerage licences before you report the event, you may be sanctioned or your broker/brokerage licences may be suspended or canceled.

### **Some changes have taken place to my brokerage. Do I have to report it during my renewal?**

Brokers must immediately notify the registrar about certain changes to their brokerage pursuant to [Section 32](#) of the *Real Estate Act Rules*. Visit the [Brokerage Amendments](#) page on our website or the [Brokerage Amendments myRECA Tutorial](#) for more information.

Do not renew your broker/brokerage licences until you have reported the amendment and received confirmation from Registration Services that it has  been processed. If you renew your broker/brokerage licences prior to completing the amendment notification process, you may be sanctioned or your broker/brokerage licences may be suspended or canceled.

### **I own 50% or less of my brokerage. Can I renew my broker/brokerage licences even though I haven't received the completed *Brokerage Renewal Suitability Questions* form back from an officer or director of the brokerage corporation yet?**

You cannot renew your or the brokerage's licence until you have received the completed [Brokerage Renewal Suitability Questions](#) form from one of the brokerage's



partners, officers, or directors. When completing the combined broker/brokerage online renewal application, you must enter the responses exactly as indicated on the completed form.

- ! If you renew your broker/brokerage licences prior to receiving the completed form, you may be sanctioned or your broker/brokerage licences may be suspended or canceled.

### **Can my assistant complete my broker/brokerage licence renewal for me?**

No. A third party cannot complete your broker/brokerage renewal for you, even if they are licensed. Brokers are required to log in to their own myRECA account and complete their combined broker/brokerage licence renewal application on their own behalf. This renewal application includes important acknowledgements and declarations. It's important that you are the one providing this information to the registrar on your own behalf and on behalf of the brokerage. In addition, it is a violation of [myRECA Terms of Use](#) to share your myRECA login credentials with anyone, and if you do, you may be sanctioned.

### **Should I renew my broker/brokerage licences even though I'll be leaving the brokerage before October 1st?**

No. You should not renew your broker licence and the brokerage's licence if you'll be leaving the brokerage before October 1<sup>st</sup>. We are unable to reverse part of this combined licensing transaction once it's complete and you'll be required to stay on as broker of the brokerage until at least October 1st.

We can proceed with a change of broker for the brokerage and the new broker can renew their broker licence and the brokerage licence provided you haven't renewed your broker and the brokerage's licences yet.

### **What should I do if I don't want to renew my brokerage, but I want to renew my own licence/open a new brokerage?**

If you don't want to renew your brokerage's current licence, you can cease your brokerage through myRECA any time on or before September 30<sup>th</sup>. Refer to this [myRECA Tutorial](#) for more information on ceasing your brokerage.

Once your brokerage is ceased, you can:

- reinstate your licence with another brokerage on or before September 30<sup>th</sup> and then renew your licence with that same brokerage
- reinstate your licence with another brokerage on or after October 1<sup>st</sup>

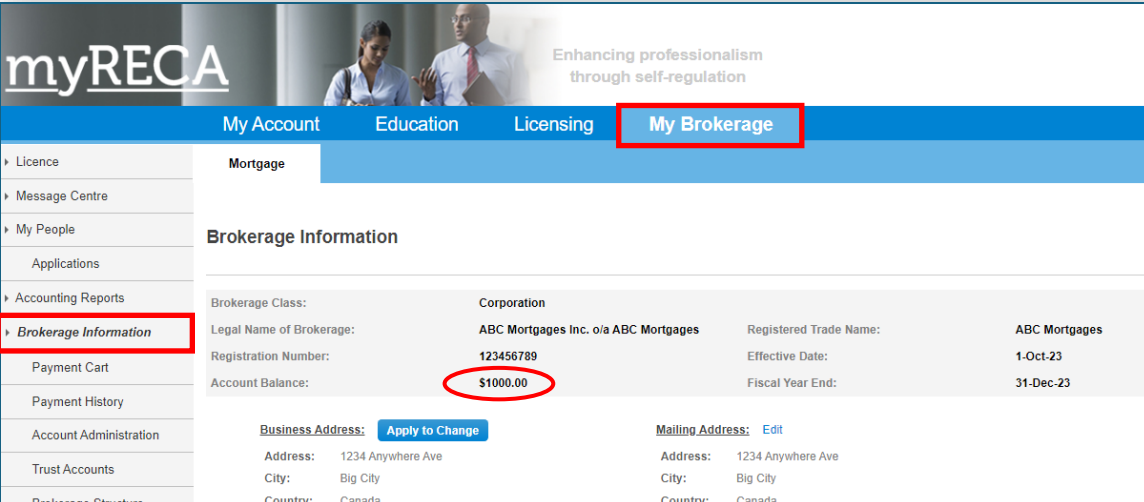
- ! Contact [Registration Services](#) to find out how we can help you seamlessly change over to your new brokerage effective October 1<sup>st</sup> without shutting your current brokerage down until September 30<sup>th</sup>.

## I paid my licensing renewal fees by cheque. Why am I not renewed?

If we received your cheque and it was not post-dated for October 1<sup>st</sup> or later, our Accounting Services department would have applied your payment as a credit to your myRECA account. We would have sent an email to the email address in your myRECA account with instructions for you to log in to your myRECA account to complete your renewal.

To check if the credit has been applied and/or pay your licensing renewal fees and complete your online broker/brokerage licence renewal, [log in to your myRECA account](#).

If we have applied the credit, it will be showing on the **Brokerage Information** page under the **My Brokerage** tab. You can use your account credit to pay your broker/brokerage licensing renewal fees (or those of your licensee(s)) and complete your online licence renewals.



The screenshot shows the myRECA website interface. The top navigation bar includes 'My Account', 'Education', 'Licensing', and 'My Brokerage', with 'My Brokerage' highlighted in a red box. The left sidebar contains a menu with 'Brokerage Information' also highlighted in a red box. The main content area displays 'Brokerage Information' for a 'Mortgage' class. The information is presented in a table-like format with the following details:

Brokerage Class:	Corporation		
Legal Name of Brokerage:	ABC Mortgages Inc. o/a ABC Mortgages	Registered Trade Name:	ABC Mortgages
Registration Number:	123456789	Effective Date:	1-Oct-23
Account Balance:	\$1000.00	Fiscal Year End:	31-Dec-23

Below the table, there are sections for 'Business Address' and 'Mailing Address', each with an 'Apply to Change' or 'Edit' button. The 'Account Balance' of \$1000.00 is circled in red.

If the credit is not showing on your **Brokerage Information** page, you either post-dated your payment for October 1<sup>st</sup> or later, we have not received it, or we are currently processing it.

If you postdated your payment for October 1<sup>st</sup> or later or if we don't receive or process it by the September 30<sup>th</sup> deadline:

- your brokerage will be **ceased** effective October 1<sup>st</sup> and you may have to provide a closing audit. A brokerage licence cannot be reinstated. If you wish to re-open your brokerage, you will have to apply to [open a new brokerage](#) and may be required to provide supporting documentation
- you will forfeit the \$250 licensing renewal fee credit
- you will be unable to practice until you reinstate your licence

### What should I do if there's no option to pay my licensing renewal fees in myRECA?

If there is no *Payment* link beside your renewal application in myRECA and the *Application Status* column indicates *New* and the *Assigned To* column indicates *Applicant*, you haven't completed your application yet. Click the *Complete* link beside your broker/brokerage renewal application to complete it.

Refer to [Appendix A: Part Two](#) for more information on checking the status of your renewal.

### Why aren't I able to use the credit on my myRECA account to pay for my broker/brokerage licensing fees?

Please email Registration Services at [registration@reca.ca](mailto:registration@reca.ca) so that we can configure your broker/brokerage renewal application to allow you to use the credit on your myRECA account.

### What should I do if I completed my renewal, but I've since changed my mind?

If you wish to cancel your renewal, email your request to Registration Services at [registration@reca.ca](mailto:registration@reca.ca) **before September 30<sup>th</sup>**. A Registration Specialist can reverse your broker/brokerage licence renewal and refund your licensing renewal fees.

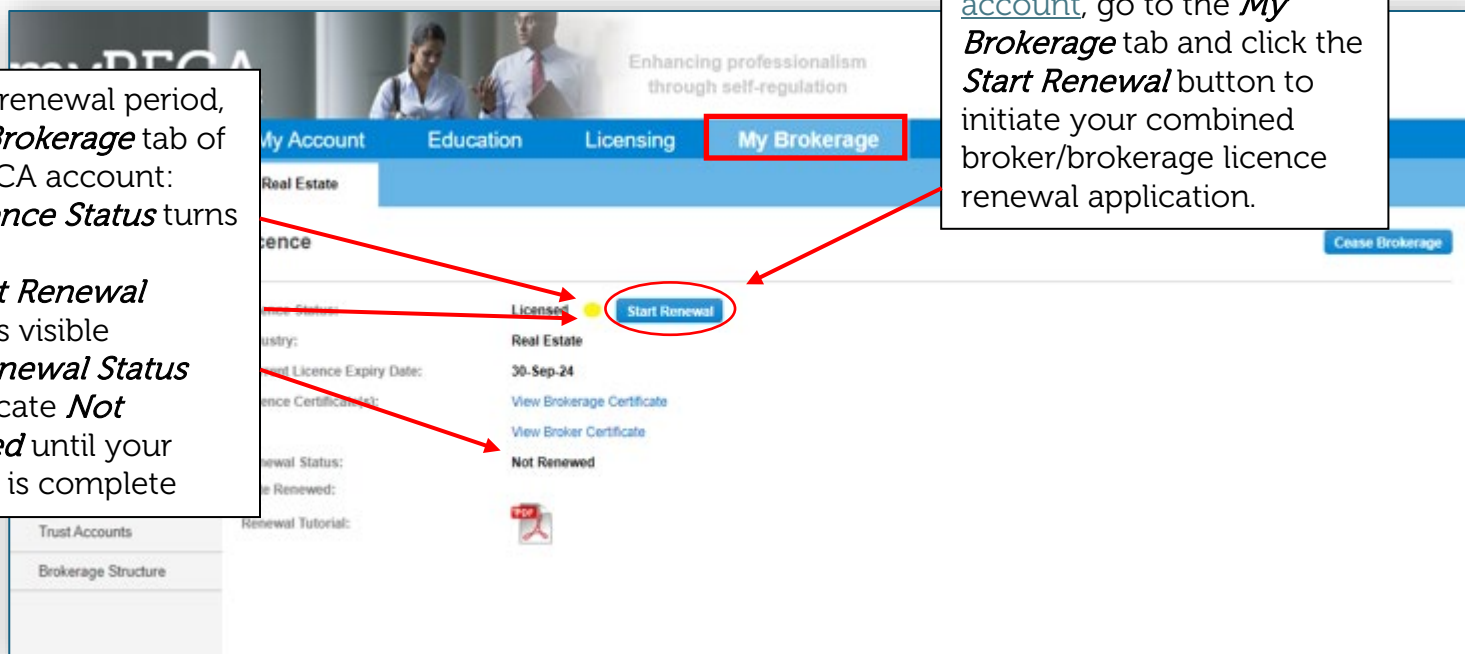
Your renewed licences **cannot** be reversed or refunded after September 30<sup>th</sup>.

## Appendix A: Renewing your Broker and Brokerage Licences Online

### Part One: Initiating your online broker/brokerage renewal application

During the renewal period, in the **My Brokerage** tab of your myRECA account:

- the **Licence Status** turns yellow
- the **Start Renewal** button is visible
- your **Renewal Status** will indicate **Not Renewed** until your renewal is complete



Log in to your myRECA account, go to the **My Brokerage** tab and click the **Start Renewal** button to initiate your combined broker/brokerage licence renewal application.

If you are the broker for multiple brokerages, ensure you click on the appropriate industry sub-tab under the *My Brokerage* tab to ensure you are renewing the desired brokerage.

On the final landing page of your first brokerage renewal, you will be instructed to log out and back in to your myRECA account to refresh the session. Please ensure you do so before attempting to renew the subsequent brokerage.

Click tab for second brokerage then "Start Renewal"

The screenshot displays the myRECA user interface. At the top, there is a navigation bar with tabs for 'My Account', 'Education', 'Licensing', and 'My Brokerage'. The 'Licensing' tab is currently selected. Below this, there are sub-tabs for 'Real Estate' and 'Condominium Management', with the latter being circled in red. A red arrow points from the text 'Click tab for second brokerage then "Start Renewal"' to the 'Condominium Management' sub-tab. On the right side of the page, there is a 'Cease Brokerage' button. The main content area shows the following information:

Licence Status:	Licensed	<a href="#">Start Renewal</a>
Industry:	Real Estate	
Current Licence Expiry Date:	30-Sep-22	
More:	<a href="#">View Brokerage Certificate</a>	
	<a href="#">View Broker Certificate</a>	
Renewal Status:	Not Renewed	
Date Renewed:		
Renewal Tutorial:		

Review the application instructions carefully.

If you own **50% or less** of your brokerage, you cannot proceed until you have a completed [Brokerage Renewal Suitability Questions](#) form. When completing the broker/brokerage combined renewal application, you must enter the responses exactly as indicated on the completed form.

**Do not proceed with your renewal until you have received the completed form or you may be sanctioned or your broker/brokerage licences may be suspended or canceled**

The screenshot shows the myRECA website interface. The top navigation bar includes 'My Account', 'Education', 'Licensing', and 'My Brokerage'. The left sidebar lists 'Current Licences', 'Licence Eligibility', and 'Licence History'. The main content area is titled 'Broker/Brokerage Licence Renewal' and contains the following text:

To complete your broker/brokerage renewal application, you will:

- confirm or make any changes to your personal and contact information
- confirm or make any changes to your brokerage contact information
- successfully answer the brokerage amendment questions
- **NOTE:** If you have any unreported brokerage amendments, you cannot proceed with your renewal. Contact RECA at [renewal@reca.ca](mailto:renewal@reca.ca) for more information
- review the Section 40 compliance information and make the declaration for yourself
- successfully answer the brokerage suitability questions
- **NOTE:** If you do not own greater than 50% of the brokerage, you must have a completed Brokerage Renewal Suitability Questions form to respond to the questions
- complete your acknowledgements and declarations
- pay the renewal fees

No associates or associate brokers in your brokerage may renew until the brokerage and your broker licence are renewed.

If you have any questions about renewing your brokerage and broker licences, please contact RECA at [renewal@reca.ca](mailto:renewal@reca.ca).

Once you have a Brokerage Renewal Suitability Questions form completed, tick this box to proceed with your renewal application.

[Begin Broker/Brokerage Renewal Application](#)

Review your personal and contact information - it must be correct and up to date before you can proceed.

! Providing false or misleading information may result in sanction

**myRECA** Ensuring the integrity of licensing process

My Account Education **Licensing** My Brokerage

Current Licences  
Licence Eligibility  
Licence History

### Broker/Brokerage Licence Renewal

Please confirm your personal and contact information.

- If you need to make any changes to your personal or contact information, or to opt in or out of SMS/Text reminders, click "No" and follow the prompts.
- Otherwise, if your contact information is correct, click "Yes".


**Personal Information:**  
First Name: UAT  
Middle Name:  
Last Name: Sanitized  
AKA Name:

**Contacts:**  
Primary Phone: 204-299-1277 Mobile  
Receive SMS\Text Reminders   
Alternate Phone:  
Fax:  
Email: TEST@test.ca

**Residential Address:**  
97 Brigantine Bay  
Winnipeg  
Manitoba  
R3P 1R3  
Canada

**Mailing Address:**  
97 Brigantine Bay  
Winnipeg  
Manitoba  
R3P 1R3  
Canada

Yes No



myRECA

My Account   Education   **Licensing**   My Brokerage

› Current Licences  
› Licence Eligibility  
› Licence History

### Broker/Brokerage Licence Renewal

Please confirm your brokerage's contact information.

- If you need to make any changes, click "No" and follow the prompts.
- Otherwise, if your brokerage's contact information is correct, click "Yes".

<b><u>Business Address:</u></b>		<b><u>Mailing Address:</u></b>	
Address:	456 Anywhere Ave	Address:	PO Box 1234
City:	Small Town	City:	Big City
Country:	Canada	Country:	Canada
Province:	Alberta	Province:	Alberta
Postal Code:	X0X 0X0	Postal Code:	X1X 1X1

**Contacts:**

Primary Phone: 403-111-1111  
Alternate Phone:  
Fax:  
Email: test@myreca.ca

Review your brokerage's contact information - it must be correct and up to date before you can proceed.

! Providing false or misleading information may result in sanction



myRECA Ensuring the integrity of licensing process

My Account Education **Licensing** My Brokerage

Current Licences  
Licence Eligibility  
Licence History

### Brokerage/Broker Licence Renewal Application

#### Brokerage Amendments

If you answer **Yes** to any of the amendment questions below, you cannot complete your broker/brokerage renewal out how to report your amendment(s).

After you receive notification that RECA has processed your amendment(s), you can proceed with your broker/brokerage renewal.

If you are unsure if you have already reported an amendment, contact RECA at [registration@reca.ca](mailto:registration@reca.ca).

Has the brokerage corporation been struck by Alberta Registries and not revived? (Select 'No' if your brokerage is a proprietorship or partnership.)

Yes  No

Are there any changes to the brokerage's partners, officers, directors or shareholders that you have not previously reported to RECA? (Select 'No' if your brokerage is a proprietorship.)

Yes  No

Are there any changes to the brokerage's legal entity type, corporate access number, corporate or trade name that you have not previously reported to RECA?

Yes  No

Are there any changes to the brokerage's real estate agency type, trust accounts, or fiscal year end that you have not previously reported to RECA?

Yes  No

Review and respond to the statements regarding any amendments that may have occurred to the brokerage.

**! Do not proceed with the broker/ brokerage licence renewal prior to reporting an amendment and receiving confirmation that we have processed it. Providing false or misleading information may result in sanction or suspension or cancellation of your licences**

If you are a **mortgage broker**, review the insurance information we have on file for your brokerage. If it is not correct, do not proceed with your renewal until we have received and processed the update.

**! Providing false or misleading information may result in sanction or suspension/cancelation of your licences**

**myRECA** Ensuring the integrity of licensing process.

My Account Education **Licensing** My Brokerage

Current Licences  
Licence Eligibility  
Licence History

### Brokerage/Broker Licence Renewal Application

Mortgage Brokerage Errors & Omissions Insurance Provider

RECA has the following information on file for your brokerage's errors & omissions insurance provider:

**Errors & Omissions Insurer**

If this is incorrect, you must request your insurer/insurance provider to send proof of your brokerage's current E&O insurance to [registration@reca.ca](mailto:registration@reca.ca). You cannot proceed with the broker/brokerage renewal until the brokerage's errors & omissions insurance provider is up-to-date in myRECA.

I declare that the brokerage's errors & omissions insurance with the above insurance provider is current and in force

Back Next

myRECA Ensuring the integrity of licensing process

My Account Education **Licensing** My Brokerage

- Current Licences
- Licence Eligibility
- Licence History

### Brokerage/Broker Licence Renewal Application

#### Licencee Practice Areas

This question is optional. If you're unsure how to respond, please skip this question.

Please provide a rough percentage of the time you spend practicing in specific areas. Your answers will have no impact on your licence. This is for data collection purposes and will help us with future planning.

- enter "0" in areas you do not practice
- your answers should add up to 100%

Residential (%)

Commercial (%)

Private Lending (%)

Mortgage Administration (collecting mortgage payments and otherwise administering mortgages) (%)

[Back](#) [Next](#)

Complete the **optional** data collection questionnaire regarding the areas you, yourself – not your brokerage - practice in within your industry.

**! If you prefer not to or are unsure how to answer, skip this question**

myRECA Ensuring the integrity of licensing process

My Account Education Licensing My Brokerage

Current Licences  
Licence Eligibility  
Licence History

### Brokerage/Broker Licence Renewal Application

#### Broker Section 40 Compliance

Pursuant to section 40 of the *Real Estate Act* Rules, licensees must immediately notify the registrar when:

- the licensee is disciplined by any real estate board, real estate association, mortgage broker association, property manager association, or any professional, occupational or regulatory body
- the licensee has any judgment(s) rendered against them in relation to the provision of services or sale of goods to consumers
- any business the licensee owns or has participated in as a partner, director or officer in the past three years, has any judgment(s) rendered against the business
- the licensee is the subject of any bankruptcy proceedings
- any business the licensee owns or has participated in as a partner, director or officer in the past three years, is the subject of any bankruptcy or receivership proceedings
- proceedings pursuant to the Criminal Code are commenced against the licensee, or
- the licensee is convicted of any criminal offence or any other offence under any law of any country, province or state, excluding provincial or municipal highway traffic offences resulting in only monetary fines and/or demerit points

If an event has occurred as described above and you have already reported it to the registrar, you may proceed with your renewal. If an event has occurred that you have not yet reported, you must report it before you can proceed with this renewal application. Click the 'Notify the Registrar' button on the 'My Account' tab in your myRECA account to begin the reporting process.

If you are unsure whether you must report an event to the registrar, contact RECA at [info@reca.ca](mailto:info@reca.ca).

I declare that I am in compliance with the requirements of Section 40 of the *Real Estate Act* Rules and have no unreported events which require reporting to the registrar

Back Next

Confirm your compliance with the requirements of [Section 40](#) of the *Real Estate Act* Rules.

**! Failure to notify the registrar about an event captured in Section 40 prior to renewing may result in sanction or suspension or cancellation of your licence**

[Current Licences](#)[Licence Eligibility](#)[Licence History](#)

## Brokerage/Broker Licence Renewal Application

### Brokerage Practice Areas

This question is optional. If you're unsure how to respond, please skip this question.

Please provide a rough percentage of the time you spend practicing in specific areas. Your answers will have no impact on your licence. This is for data collection purposes and will help us with future planning.

- enter "0" in areas you do not practice
- your answers should add up to 100%

Residential (%)

Commercial (%)

Private Lending (%)

Mortgage Administration (collecting mortgage payments and otherwise administering mortgages) (%)

[Back](#)[Next](#)

Complete the **optional** data collection questionnaire regarding the areas your brokerage practices in within your industry

**! If you prefer not to or are unsure how to answer, skip this question**

**myRECA** Ensuring the integrity of licensing process

My Account Education **Licensing** My Brokerage

- Current Licences
- Licence Eligibility
- Licence History

### Brokerage/Broker Licence Renewal Application

#### Brokerage Suitability Questions

These questions apply to the brokerage and only apply to events you have not already reported to RECA. If you own 50% or less of the brokerage, you must have a completed [Brokerage Renewal Suitability Questions](#) form before proceeding. Enter the responses below exactly as they appear on the form. You must keep the form on file at your brokerage for auditing purposes.

For the purposes of these questions, YOU, refers to:

- the proprietor, or
- all partners, or
- all officers, directors or shareholders of the brokerage, including any:
  - non-publicly-traded corporation(s) for which they are or were an officer, director or shareholder,
  - any partnership(s) in which they are or were a partner

If you have already reported an event(s) to RECA described in a question(s) below, you may answer 'No' to the question. If you are unsure how to answer any question, contact RECA at [info@reca.ca](mailto:info@reca.ca).

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

Have you withdrawn, received a lifetime ban or had any licence, registration, or authorization suspended, cancelled or revoked by any regulatory body of any kind other than RECA in any jurisdiction?

Yes  No

Have you been fined, sanctioned or disciplined by any professional, occupational or trade association or by any regulatory body of any kind other than RECA in any jurisdiction?

Yes  No

Have you been or are you the subject of a judgment or order related to misrepresentation, theft, fraud, breach of trust

Enter your responses to the brokerage suitability questions.

**Note**, if you own **less than 50%** of your brokerage, you cannot proceed until you have a completed [Brokerage Renewal Suitability Questions](#) form. When completing application, you must enter the responses exactly as indicated on the completed form.

**! Do not proceed with your renewal until you have received the completed form or you may be sanctioned**

- › Current Licences
- › Licence Eligibility
- › Licence History

### Brokerage/Broker Licence Renewal Application

#### Authorization & Acknowledgement and Responsibilities

Review all statements carefully and indicate your acceptance.

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

I understand and accept the duties and responsibilities of a broker as set out in the *Real Estate Act* (the *Act*) and the *Real Estate Act* Rules, with the *Act*, the *Real Estate Act* Regulations, mortgages, or engagements.

I will ensure the business complies with the *Real Estate Act* Regulations and Bylaws.

I acknowledge my obligations and I will only engage in work that is within the restrictions and conditions of my licence.

I will immediately report any change of this licence application (including change of name or address) to RECA.

[Back](#)

Carefully read the authorization, acknowledgment, and declaration statements on the following 2 pages. Indicate your agreement with each statement by ticking each box.

myRECA Ensuring the integrity of licensing process

My Account Education **Licensing** My Brokerage

Current Licences  
Licence Eligibility  
Licence History

### Brokerage/Broker Licence Renewal Application

#### Broker Declaration

**IMPORTANT:** Making a false statement on your application may result in the refusal, suspension or cancellation of your licence and/or be considered conduct deserving of sanction pursuant to the *Real Estate Act* Rules.

I have read and I understand all questions and statements contained in this application. The information and answers I have provided are accurate, true, and complete. I make this declaration conscientiously knowing that it is of the same force and effect as if it was made under oath.

I acknowledge that providing false and/or misleading information to the registrar may result in the refusal, suspension, or cancellation of a licence and is conduct deserving of sanction.

I consent to RECA contacting me via email regarding licensing, education, or regulatory updates.

[Back](#) [Next](#)



Click *Next* to proceed to the payment summary screen

The screenshot displays the myRECA website interface. At the top left is the myRECA logo. To its right is a banner image of three people in a professional setting, with the text "Ensuring the integrity of licensing process". Below the banner is a teal navigation bar with four tabs: "My Account", "Education", "Licensing", and "My Brokerage". The "Licensing" tab is currently selected. On the left side of the page is a sidebar menu with three items: "Current Licences", "Licence Eligibility", and "Licence History". The main content area is titled "Brokerage/Broker Licence Renewal Application" and contains the text: "Thank you. The renewal questions are complete. Click Next to pay the licensing fees." At the bottom of this section are two teal buttons: "Back" and "Next".



myRECA Ensuring the integrity of licensing process

My Account Education **Licensing** My Brokerage

Current Licences  
Licence Eligibility  
Licence History

### Brokerage/Broker Licence Renewal Application

Order Details

Details	
Licence Renewal Fee - Individual	\$475.02
Licence Fee - Brokerage	\$450.02
REIX Premium - Brokerage Renewal	\$200.02
REIX Premium Individual	\$200.02
Licensing Renewal Fee Credit	-\$250.00
<b>Total Amount:</b>	<b>\$1075.08</b>
<b>Credit Applied:</b>	<b>\$0.00</b>
<b>Amount Due:</b>	<b>\$1075.08</b>

Back Next

If you have a credit on your myRECA account, it will be automatically applied to your broker/brokerage licensing renewal fees.

If you don't have a credit on your myRECA account, or the credit isn't large enough to cover the full cost of your licensing renewal fee, follow the prompts to complete your payment using a credit card.

My Account Education **Licensing** My Brokerage

Current Licences  
Licence Eligibility  
Licence History

### Brokerage/Broker Licence Renewal Application

Enter your credit card information and click 'Next' to proceed.

By clicking 'Finish' below, you agree you have read and understood RECA's [Privacy Policy](#). You further agree to RECA charging the entered credit card with the entered amount.  
PLEASE DO NOT REFRESH OR CLOSE YOUR BROWSER WHILE THE PAYMENT IS PROCESSING.

Name on Card:

Card Number:

CCV:

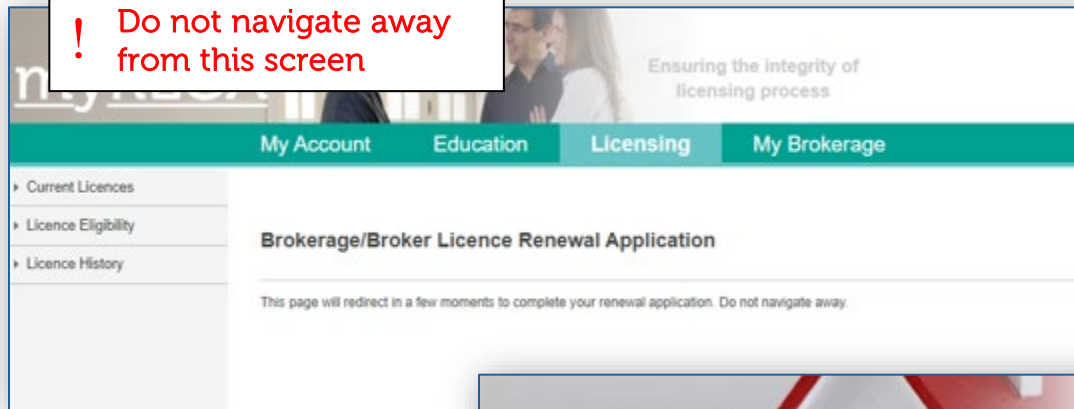
Expiry Date:  /

All payments are final

Back Next

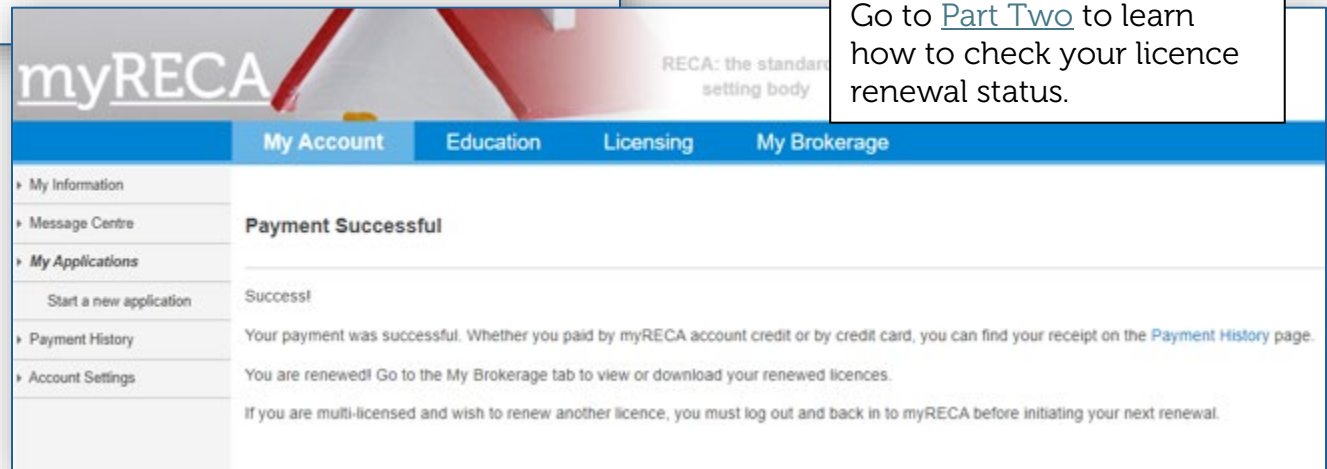
Allow myRECA to process the renewal - this should only take a few seconds.

! Do not navigate away from this screen



**Congratulations!** Provided your payment was successful and there are no good character issues that the registrar needs to review before deciding to issue you a licence, **your and your brokerage licences are renewed!**

Go to [Part Two](#) to learn how to check your licence renewal status.



## Part Two: Checking your broker/brokerage licence renewal status


Once your licensing renewal fees are paid and your licences are renewed, we will email you to let you know.

You can also confirm your licences are renewed in myRECA. [Log in to your myRECA account](#) and go to the **My Brokerage** tab. Your licence is renewed if:

- ✓ your *Licence Status* is green
- ✓ your *Renewal Status* shows *Renewed*
- ✓ the *Date Renewed* is populated
- ✓ your renewed licences are available for download

The **Expiry Date** reflects the expiry date of your **current** licence, not your renewed licence. This will update on October 1, when your renewed licence is activated

The screenshot shows the 'My Brokerage' tab in the myRECA system. The navigation bar includes 'Account', 'Education', 'Licensing', and 'My Brokerage'. The main content area displays the following information:

Licence Status:	Licensed <span style="color: green;">●</span>
Industry:	Real Estate
Current Licence Expiry Date:	30-Sep-24
Licence Certificate(s):	<a href="#">View Brokerage Certificate</a> <a href="#">View Brokerage Renewal Certificate</a> <a href="#">View Broker Certificate</a> <a href="#">View Broker Renewal Certificate</a>
Renewal Status:	Renewed
Date Renewed:	30-Jul-24
Renewal Tutorial:	

Red arrows point from the 'My Brokerage' tab, the 'Renewed' status, and the 'Date Renewed' field to the explanatory text boxes.

If your licence is not yet renewed, you can view the status of your broker/brokerage licence renewal application at any time. Go to the next page to find out how.

To check the status of your broker/brokerage renewal application:

- [Log in to your myRECA account](#)
- go to the *My Account* tab
- go to the *My Applications* page

myRECA

RECA: setting body

**My Account** Education Licensing My Brokerage

My Information  
Message Centre  
**My Applications**  
Start a new application  
Payment History  
Account Settings

### My Applications ⓘ

As at **August 08, 2024**, we are processing applications submitted on February 11, 2024.

You can see your submitted application's **Submitted Date** by clicking the View link in the Actions column.

Filter by Industry:

Search by From Date:  And/Or To Date:

Industry	Application Type	Application Status	Assigned To	Actions
Mortgage	Broker and Brokerage Licence Renewal	Waiting for Payment	Applicant	Cancel   Payment
		Approved	RECA	View
		Approved	RECA	View


You can determine the status of your broker/brokerage renewal application by referring to the *Application Status* and the *Assigned To* columns on the *My Application* page

- if the *Application Status* column indicates *Waiting for Payment* and the *Assigned To* column indicates *Applicant*, you have not paid your licensing renewal fees yet. Click the *Payment* link beside the application to complete the payment process
- if the *Application Status* column indicates *Under Review* and the *Assigned To* column indicates *RECA*, your application has triggered a good character review under section 34 of the *Real Estate Act Rules* and is currently being reviewed by RECA. We will send you an email if this happens

### Part Three: Accessing your broker/brokerage licensing renewal fee receipt

Log in to your myRECA account and go to the *Payment History* page under the *My Brokerage* tab

The screenshot shows the myRECA website interface. At the top left is the myRECA logo. To its right is a banner with the text "Enhancing professionalism through self-regulation" and an image of two professionals. Below the banner is a navigation bar with tabs: "My Account", "Education", "Licensing", and "My Brokerage". The "My Brokerage" tab is highlighted with a red box. On the left side, there is a sidebar menu with various options. The "Payment History" option is highlighted with a red box. The main content area displays the "Licence" section for "Real Estate". It shows the following information:

Licence Status:	Licensed <span style="color: green;">●</span>
Industry:	Real Estate
Current Licence Expiry Date:	30-Sep-24
Licence Certificate(s):	<a href="#">View Brokerage Certificate</a> <a href="#">View Brokerage Renewal Certificate</a> <a href="#">View Broker Certificate</a> <a href="#">View Broker Renewal Certificate</a>
Renewal Status:	Renewed
Date Renewed:	30-Jul-24
Renewal Tutorial:	

Click the **Receipt** link next to your broker and brokerage licence renewal application to download a PDF copy of your payment receipt

my

Professionalism  
Regulation

My Account   Education   Licensing   **My Brokerage**

Licence   Real Estate

Message Centre

My People

Applications

Accounting Reports

Brokerage Information

Payment Cart

**Payment History**

Account Administration

Trust Accounts

Brokerage Structure

**Brokerage Payment History**

Payment history for the last 36 months.  
Receipts may take up to 24 hours to generate.

Current Account Balance: \$ 0.00

Licensor:   From Date:   To Date:  

Name	Application Type	Date	Name on Card	Last 4-Digits	CC Payment	Credit	Total	Actions
Test Broker	Broker and Brokerage Licence Renewal	30-Jul-24	test	4242	\$1075.08	\$0.00	\$1075.08	<a href="#">Receipt</a>

Real Estate Council of Alberta  
Suite 202, 1506 11th ave SW  
Calgary, Alberta T3C-0M9  
403-228-2954  
Toll Free: 1-888-425-2754

This is your myRECA receipt:

Receipt No. ORD-378341-Y1H5W1

Card/Cheque Number: Visa | XXXX-XXXX-XXXX-4242

Licensor	Description	Amount
Test Broker	Licence Renewal Fee - Individual	475.02
Test Broker	Licence Fee - Brokerage	450.02
Test Broker	REIX Premium - Brokerage Renewal	200.02
Test Broker	REIX Premium Individual	200.02
Test Broker	Licensing Renewal Fee Credit	-250.00
<b>Total Amount:</b>		<b>1075.08</b>
<b>Applied Credit:</b>		<b>0.00</b>
<b>Amount Paid:</b>		<b>1075.08</b>

Thank you for your payment.