

A. INDUSTRY AND CLASS OF LICENCE

☐ Real estate broker ☐ Condominium Manager Broker ☐ Mortgage broker

B. INDIVIDUAL INFORMATION

1. Last name	2. Legal first name	3. Legal middle name(s) (initials not acceptable)	
4. All previous legal names & other names by which you are/ have been known (including maiden and married names)		5. Birth date (mm/dd/yyyy)	
6. Primary email address (You must provide an email address. Email is RECA's primary method of communication.)			
7. Residential address (municipal address or legal land description required)	8. City	9. Prov/State	10. Postal/Zip code
11. Mailing address (if different than above)	12. City	13. Prov/State	14. Postal/Zip code
15. Primary phone number	16. Alternate phone number	17. Fax number (optional)	

C. INFORMATION RESPECTING SUITABILITY

Please read the questions carefully and answer them accurately and truthfully. If you are unsure how to answer a question, contact RECA.

18. Check 'yes' if you or any non-publicly-traded corporations for which you are or were a shareholder, director or officer or for any partnerships in which you are or were a partner:
- a) have been refused a licence, registration or authorization of any kind by any regulatory body of any kind other than RECA in any jurisdiction. ☐ Yes ☐ No
 - b) have withdrawn, received a lifetime ban or had any licence, registration, or authorization suspended, cancelled or revoked by any regulatory body of any kind other than RECA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
 - c) have 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
 - d) are the subject of an investigation or any kind of review by any professional, occupational or trade association or by any regulatory body of any kind other than RECA in any jurisdiction. ☐ Yes ☐ No

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| e) | have been or are the subject of a judgment or order related to misrepresentation, theft, fraud, breach of trust or the provision of products or services. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f) | are the defendant in any active civil proceedings where the statement of claim alleges misrepresentation, theft, fraud or breach of trust or where the civil proceeding is in relation to the provision of products or services. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| g) | have been or are the subject of any bankruptcy, insolvency or receivership proceedings. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| h) | have been or are the subject of a criminal investigation or criminal proceedings, or have been charged with a criminal offence, or have participated in the Alternative Measures Program, or have been found guilty or convicted of any offence under any law of any jurisdiction, excluding provincial or municipal highway offences. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

D. REQUIREMENTS FOR POSITIVE SUITABILITY RESPONSE(S)

If you answer 'YES' to any of the questions in Section C above, the registrar may require you to send further information within a specified time and may require you to verify, by way of affidavit or otherwise, any information submitted.

E. INFORMATION RESPECTING ELIGIBILITY *select one

- ☐ 1. I am applying to be a real estate broker. I have successfully completed the Alberta Real Estate Brokers Program and have been licensed as a real estate associate or associate broker for at least two years out of the five years preceding the date of this application.
- ☐ 2. I am applying to be a condominium manager broker. I have successfully completed the Alberta Condominium Manager Brokers Program and have been licensed as a condominium manager associate or associate broker for at least two years out of the five years preceding the date of this application.
- ☐ 3. I am applying to be a mortgage broker. I have successfully completed the Alberta Mortgage Brokers Program and have been licensed as a mortgage associate for at least two years out of the five years preceding the date of this application.
- ☐ 4. The registrar has provided me with a written exemption from the education and/or experience requirements to apply as a real estate, condominium manager, or mortgage broker.
- ☐ 5. The registrar has provided me with written approval to apply as a real estate, condominium manager, or mortgage broker through labour mobility.

F. CURRENT REGISTRATION STATUS *select one

- ☐ 1. I am not currently licensed with an Alberta brokerage.
- ☐ 2. I am terminating my licence as an associate/associate broker but am maintaining my employment with the Alberta brokerage named below and I authorize the registrar to rescind my licence as an associate/associate broker to facilitate this Change of Broker Application

Name of current Alberta brokerage

- ☐ 3. I am currently licensed as an associate/associate broker with the Alberta brokerage named below, and I am terminating my employment.

Name of current Alberta brokerage

- I have advised/will advise my broker of this in writing;
- I have provided/will provide all trade or deal records to the brokerage as required by the *Real Estate Act* (the *Act*) and the Rules made pursuant to the *Act* (the *Rules*); and
- I have made/will make all other necessary arrangements to enable the brokerage to meet all ongoing obligations to its clients.
- I authorize the registrar to rescind my licence with my current brokerage to facilitate this Change of Broker Application.

- ☐ 4. I am currently licensed as a broker with the Alberta brokerage named below, and I am terminating my employment.

Name of current Alberta brokerage

- I have advised/will advise my brokerage of this in writing;
- I have provided/will provide all trade or deal records to the brokerage as required by the *Act* and the Rules; and
- I have made/will make all other necessary arrangements to enable the brokerage to meet all ongoing obligations to its clients.
- I authorize the registrar to rescind my licence with my current brokerage to facilitate this Change of Broker Application.

- ☐ 5. I am currently licensed as a broker with the Alberta brokerage named below, and I am ceasing operation of the brokerage to facilitate this Change of Broker Application.

Name of current Alberta brokerage

G. AUTHORIZATION & ACKNOWLEDGEMENT

I understand and accept the duties and responsibilities of a broker as set out in the *Act* and the Rules. I am aware that, as a licensee, I must follow all standards of practice and comply with the *Act*, the Rules, and laws that apply to a licensee who is licensed to trade in real estate, engage in condominium management services or deal in mortgages in Alberta.

I will ensure the business of the brokerage is carried out competently and in accordance with the *Act*, the Rules, the Regulations and Bylaws. I understand I am responsible for all existing brokerage trust accounts.

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I acknowledge my obligation to be familiar with the laws of Alberta as they apply to the business of a licensee, only engage in work or provide services in which I am licensed and competent to do so, and abide by any terms, restrictions and conditions that may be imposed upon or after the issuance of a licence.

I will immediately notify the registrar in writing of any changes in the information provided to the registrar in support of this application that occur during the application process or after the licence is issued (including changes to my email address).

H. BROKER DECLARATION

I have read and understand all questions and statements contained in this document. I have taken all the necessary steps to ensure the information and answers I provided in this document are accurate. The information and answers I provided in this document are 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 information to the registrar may result in the refusal, suspension or cancellation of a licence and is conduct deserving of sanction.

Signature

Date

I. BROKERAGE ACKNOWLEDGEMENT

If the broker does not have controlling interest in the ownership of the brokerage (controlling interest is greater than 50% ownership), this section must be completed by a partner; or a director or officer of the brokerage (other than the broker) after the broker has completed Section H.

I have the ability to act on behalf of the brokerage and authorize the broker to make this application on behalf of the brokerage.

The brokerage has entered into a Broker Management Agreement with the broker, enabling the broker to fulfill their duties and responsibilities as broker.

Name of partner; director or officer (other than the broker) - *please print*

Contact information for partner; director or officer (other than the broker) - *phone number/email address*

Signature of partner; or director or officer

Date