



Case Number:

Name on Licence:

Licence Sector and Class:

Brokerage Name on Registration Certificate:

Process:

REQUEST FOR RECORD OF PROCEEDINGS

To: Hearings Administrator

I have filed a notice of intent to appeal. I request you prepare a record of proceedings for the following:

Hearing which took place on _____, 20__

Appeal which took place on _____, 20__

By submitting this form, I agree to pay the costs for preparation of the record of proceedings before preparation starts. I understand the costs for preparation of the record of proceedings may range from \$500- \$2000 or more, depending on the length and complexity of the proceedings.

DATED at the City of _____ in the Province of Alberta,

this ____ day of _____, 20__

Signature: _____

Print Name: _____

You must send this completed request to the hearing administrator and the case presenter for the executive director. Contact information is below.

<p>Hearings Administrator:</p> <p>Email: hearingsadmin@reca.ca Fax: 403 228 3065 Direct: 403 685 7908 Toll Free: 1 800 425 2754 Address: Real Estate Council of Alberta 202 1506 11th Avenue SW Calgary, Alberta, T3C 0M9</p>	<p>Administrator for Case Presenter for the Executive Director:</p> <p>Email: conductadmin@reca.ca Fax: 403 228 3065 Direct: 403 685 7944 Toll Free: 1 800 425 2754 Address: Real Estate Council of Alberta 202 1506 11th Avenue SW Calgary, Alberta, T3C 0M9</p>
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