



# BROKERAGE LICENCE APPLICATION FOR PARTNERSHIP AMENDMENT

**2018/2019**  
Effective October 1, 2018

202, 1506 – 11 Avenue SW, Calgary, AB T3C 0M9  
 Phone: (403) 228-2954 or 1-888-425-2754  
 Fax: (403) 228-3065 Web: [www.reca.ca](http://www.reca.ca)

If the broker has controlling interest in the ownership of the brokerage (controlling interest is greater than 50% ownership) then the broker must complete this application. If the broker does not have controlling interest, then a partner of the brokerage must complete this application.

**A. CLASS OF LICENCE**

<input type="checkbox"/> Real estate brokerage	<input type="checkbox"/> Mortgage brokerage
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**B. LEGAL ENTITY INFORMATION**

1. Exact name of partnership

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2. Alberta registration number

**C. BROKERAGE INFORMATION**

3. Business address in Alberta ( <i>municipal address or legal land description required</i> )	4. City	5. Postal code
6. Brokerage fiscal year end Month: _____ Day: _____	7. Type of brokerage ( <i>real estate brokerages only</i> ): <input type="checkbox"/> Common Law <input type="checkbox"/> Designated Agency	

**D. BROKERAGE CONTACT INFORMATION**

8. Mailing address ( <i>if different than above</i> )	9. City	10. Prov/State	11. Postal/Zip code
12. Business phone	13. Business fax		
14. Primary email address ( <i>You must provide an email address. Email is RECA's primary method of communicating with brokerages.</i> )			

## E. INFORMATION RESPECTING SUITABILITY

The answers to the suitability questions in this section apply to all situations and/or events that have taken place since the date of the brokerage's last licence application or structural amendment.

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

15. Check 'yes', if any of the brokerage partners or any non-publicly-traded corporations for which they are or were a shareholder, director or officer or for any partnerships in which they 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- b) have withdrawn, received a lifetime ban or had any licence, registration, or authorization suspended, cancelled or revoked by any regulatory body of any kind other than RECA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
- 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?  Yes  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?  Yes  No
- g) have been or are the subject of any bankruptcy, insolvency or receivership proceedings?  Yes  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?  Yes  No

## F. REQUIREMENTS FOR POSITIVE SUITABILITY RESPONSE(S)

If any of the questions in Section F. are answered 'YES', the concerned party(ies) must provide a sworn statement in their own words fully describing the event(s) to RECA along with this application. They must also forward copies of all relevant documentation to RECA unless previously provided. The executive director may require further information be submitted within a specified time and may require verification by affidavit or otherwise of any information submitted then or previously.

## G. AUTHORIZATION & ACKNOWLEDGEMENT

I authorize the Real Estate Council of Alberta (RECA) to verify any information pursuant to this application from any source. I acknowledge that I am responsible for any costs incurred for such verification. In making this application, I hereby consent to RECA's collection, retention, use, and disclosure of my personal information for licensing and other regulatory purposes under the Act and in accordance with the *Personal Information Protection Act*.

## H. SUBSCRIPTION STATEMENT – ERRORS & OMISSIONS INSURANCE *\*Real estate brokerages only*

I acknowledge an application for a real estate brokerage licence will require that the brokerage subscribe to the Real Estate Insurance Exchange (REIX) and become a party to the REIX Subscription Agreement. I acknowledge that I am aware there are rights and obligations created by this Subscription Agreement, and I agree the brokerage will 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. BROKERAGE OWNERSHIP

16. Does the broker have controlling interest in the ownership of the brokerage (controlling interest is greater than 50% ownership)?

- Yes, the broker has controlling interest - Sections J and K are not required, and Section L must be completed by the broker.
- No, the broker does not have controlling interest - Sections J and K must be completed by a partner; or a director or officer of the brokerage other than the broker and Section L must be completed by the broker.

## J. BROKERAGE DECLARATION

The individual named below has the ability to act on behalf of the brokerage and has provided a *Broker Management Acknowledgement* and a *Continuing Guarantee* in support of this brokerage licence application.

**Note:** the affidavit must be completed by the individual named below.

Name of partner – *please print*

Contact information for partner – *phone number/email address*

**K. AFFIDAVIT**

Making a false statement on this affidavit may constitute a criminal offence punishable by law, result in the refusal, suspension or cancellation of an authorization and/or be considered conduct deserving of sanction pursuant to the Act or the Rules.

**AFFIDAVIT**

CANADA

PROVINCE OF \_\_\_\_\_

In the Matter of the *Real Estate Act*

TO WIT:

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
(Name) (city/town)

in the Province of \_\_\_\_\_.

**DO SOLEMNLY SWEAR** 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.

Sworn before me at the \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ in the province of \_\_\_\_\_

this \_\_\_\_ day of \_\_\_\_\_ A.D., \_\_\_\_\_  
(month) (year) \_\_\_\_\_  
Signature

\_\_\_\_\_  
Commissioner for Oaths/Notary Public/Solicitor Signature

Print name: \_\_\_\_\_

My appointment expires: \_\_\_\_\_

**L. BROKER ACKNOWLEDGEMENT**

I have taken the necessary steps to ensure the accuracy of the information provided by the brokerage as contained within this brokerage licence application. The brokerage has provided me with a Broker Management Acknowledgement, which enables me to fulfill my responsibilities as broker.

Name	Signature	Date