



REAL ESTATE APPRAISER APPLICATION FOR CHANGE OF LICENCE CLASS

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2018/2019
 Effective October 1, 2018

**For use by licensed real estate appraisal professionals
 who wish to change their licence class**

A. CLASS OF LICENCE AND DESIGNATION

<input type="checkbox"/> Appraiser	<input type="checkbox"/> Candidate
1. I am an active member in good standing with the following association(s) and hold the following designation(s):	
<input type="checkbox"/> Alberta Assessors Association (AAA) <ul style="list-style-type: none"> <input type="checkbox"/> AMAA (Accredited Municipal Assessor of Alberta) 	
<input type="checkbox"/> Appraisal Institute of Canada (AIC) <ul style="list-style-type: none"> <input type="checkbox"/> AACI, P. App (Accredited Appraiser Canadian Institute, Professional Appraiser) <input type="checkbox"/> CRA (Canadian Residential Appraiser) 	
<input type="checkbox"/> Canadian National Association of Real Estate Appraisers (CNAREA) <ul style="list-style-type: none"> <input type="checkbox"/> DAR (Designated Appraiser Residential) <input type="checkbox"/> DAC (Designated Appraiser Commercial) 	

B. INDIVIDUAL INFORMATION

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	2. Last name	3. Legal first name	4. Legal middle name(s) <i>(initials not acceptable)</i>
5. All previous legal names & other names by which you are/ have been known <i>(including maiden and married names)</i>			6. Birth date <i>(mm/dd/yyyy)</i>
7. Residential address <i>(municipal address or legal land description required)</i>		8. City	9. Prov/State
11. Mailing address <i>(if different than above)</i>		12. City	10. Postal/Zip code
15. Primary phone number		16. Alternate phone number	13. Prov/State
18. Business name or affiliation		14. Postal/Zip code	
17. Fax number <i>(optional)</i>			

C. BUSINESS INFORMATION **this is the information that will appear on RECA's public "Industry Professional Search" tool*

18. Business name or affiliation

19. Business address in Alberta (<i>municipal address or legal land description required</i>)	20. City	21. Postal code
22. Business phone	23. Business fax	

24. Primary email address (*You must provide an email address. Email is RECA's primary method of communication.*)

D. INFORMATION RESPECTING SUITABILITY

You are changing your class of licence. These questions apply only to any and all situations and/or events that have taken place **since the date of your last application** or **since the date of your last notification to the executive director pursuant to S.40(1) of the *Real Estate Act Rules***.

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

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
- 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
- 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

E. REQUIREMENTS FOR POSITIVE SUITABILITY RESPONSE(S)

If you answer 'YES' to any of the questions in Section D above, you must send a sworn statement in your own words fully describing the event(s) to RECA along with this application. You must also send copies of all relevant documentation related to the event(s). The executive director 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.

F. AUTHORIZATION & ACKNOWLEDGEMENT

I authorize 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 consent to RECA's collection, retention, use, and disclosure of my personal information for licensing and all regulatory purposes under the *Real Estate Act* (the Act) and in accordance with the *Personal Information Protection Act*.

G. SUBSCRIPTION STATEMENT – ERRORS & OMISSIONS INSURANCE

I acknowledge and agree to comply with section 78(3) of the Rules made pursuant to the Act (the Rules) that states, "An appraiser must not perform an appraisal for a client unless, prior to commencing work on the appraisal, the appraiser has professional liability coverage with a minimum limit of \$1,000,000."

H. RESPONSIBILITIES

I understand and accept the duties and responsibilities of a real estate appraiser and/or candidate as set out in the Act, and the Rules. I am aware that as a professional I must follow all industry standards of practice and comply with the Act, the Rules, and laws that apply to a professional authorized to carry on the practice of a real estate appraiser.

I acknowledge my obligation to familiarize myself with the laws of Alberta as they apply to the business of an industry professional, only engage in work or provide services in which I am authorized and competent to do so, and abide by any terms, restrictions or conditions that may be imposed upon or after the issuance of an authorization.

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

I. 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 it is of the same force and effect as if it was made under oath.

I acknowledge that providing false information to the executive director may result in the refusal, suspension or cancellation of an authorization and is conduct deserving of sanction.

Signature

Date