

REQUEST FOR EXEMPTION FROM CONDOMINIUM MANAGEMENT EXAM

To request an exemption from a condominium management course exam under section 16(3) of the *Real Estate Act Rules*, complete this form and email it to licensing@reca.ca with all required supporting documents.

A. Personal Information

1. Last name	2. Legal first name	3. Legal middle name(s) <i>(initials not acceptable)</i>
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B. Details of request

I hereby request an exemption from the following condominium management course exam(s) that are required as a condition of my licence (select all that apply):

- Fundamentals of Condominium Management
- Practice of Condominium Management
- Condominium Management Broker Program

C. Experience

I have been engaged in providing third-party condominium management services* for greater than 15 years

*condominium management services includes collecting, holding or disbursing contributions levied by the condominium corporation, enforcing the bylaws or rules of the corporation, negotiating or entering into contracts on behalf of the corporation, and supervising employees or contractors hired or engaged by the corporation

My portfolio of work included the following:

Providing condominium management services to greater than 20 condominium management corporations

A mix of condominium corporations, including:

- Townhouse
- Low rise apartment
- High rise apartment
- Commercial
- Other: _____

A mix of different sizes of condominium corporations, including:

- Small corporations (10-50 units)
- Medium corporations (51-100 units)
- Large corporations (over 100 units)

The activities I engaged in included working with the board of the condominium management corporation (i.e. not just performing asset management/maintenance activities)

D. Required Supporting Documents

I have attached a current copy of my Curriculum Vitae/resume

I have attached a letter setting out the reasons that I am making this exam exemption request

E. Applicant Declaration

I understand that, should the registrar grant my request for exam exemption, I must still enroll in and complete the related condominium management course(s) pursuant to the condition(s) of my licence.

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

F. Broker Declaration *to be completed by the applicant's broker

To the best of my knowledge, the experience the applicant outlined in Section C of this document is true, complete, and accurate.

I believe the applicant has satisfactory experience and knowledge of current condominium manager practices and the requirements under the *Real Estate Act (REA)*, the *REA Rules*, the *Condominium Property Act* and the Regulations.

I am in support of the applicant's exam exemption request as described in section B of this document.

Broker Name

Brokerage Name

Signature

Date