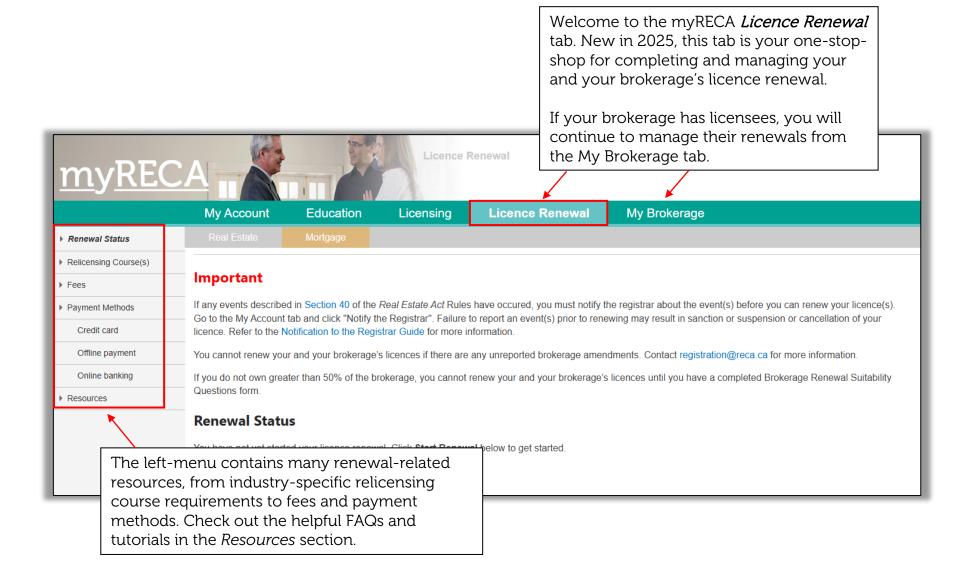


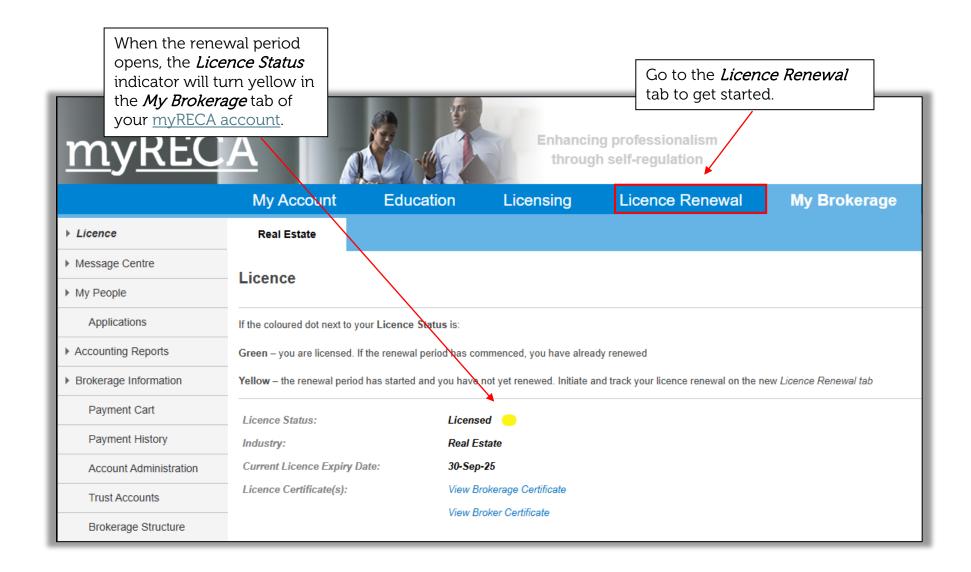
myRECA Tutorial Renewing broker/brokerage licences

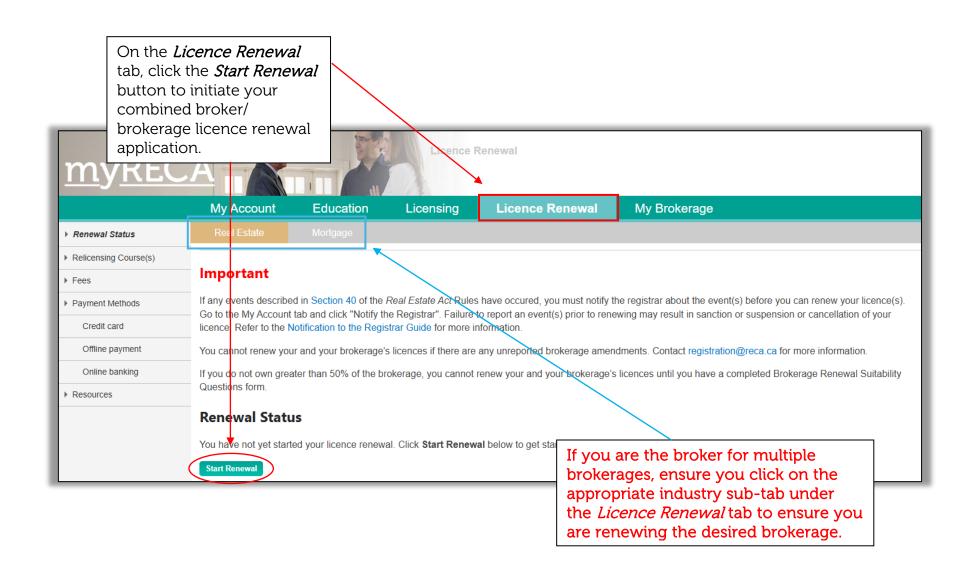
Contents

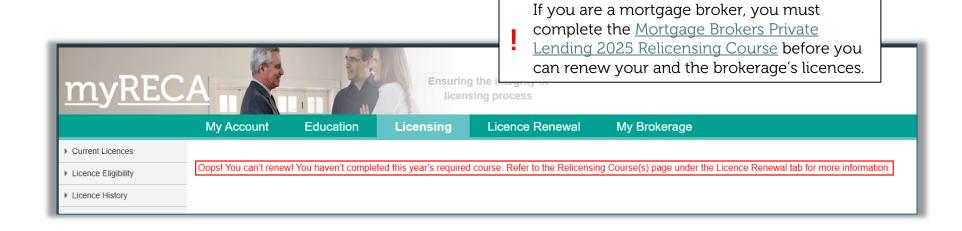
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Part Two: Initiating your online broker/brokerage renewal application









Review the application instructions carefully.

If you own 50% or less of your brokerage, you cannot proceed until you have a **Brokerage Renewal Suitability** Questions form completed by a brokerage official. When completing the broker/brokerage combined renewal application, you must enter the responses exactly as indicated on the completed form. Do not submit the form to RECA. Keep it on file at your brokerage.

Do not proceed with your renewal until you have received the completed form or you may be sanctioned or your broker/brokerage licences may be suspended or canceled

- · confirm or make any changes to your personal and contact information
- · confirm or make any changes to your brokerage contact information
- · successfully answer the brokerage amendment questions

NOTE: If you have any unreported brokerage amendments, you cannot proceed with your renewal. Contact RECA at renewal@reca.ca for more information

- review the Section 40 compliance information and make the declaration for yourself
- · successfully answer the brokerage suitability questions

NOTE: If you do not own greater than 50% of the brokerage, you must have a completed Brokerage Renewal Suitability Questions form to respond to the questions

- · complete your acknowledgements and declarations
- · pay the renewal fees

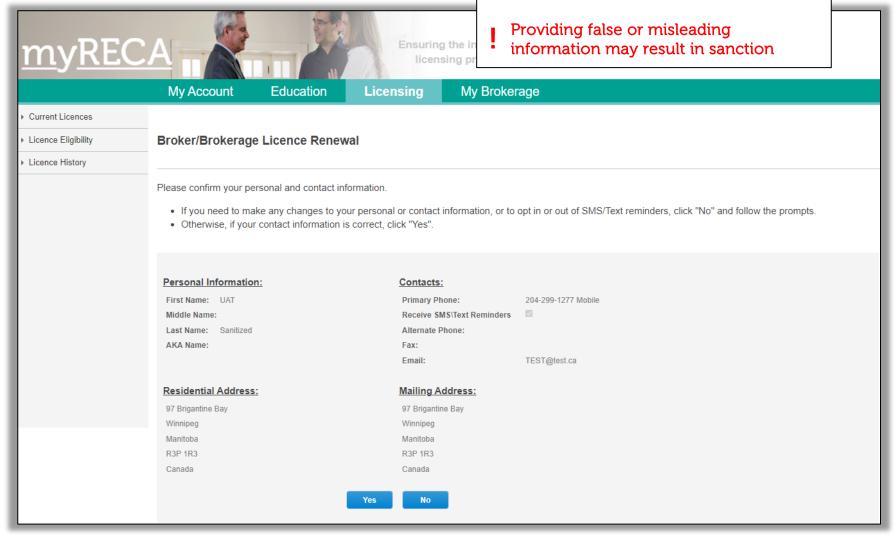
No associates or associate brokers in your brokerage may renew until the brokerage and your broker licence are renewed.

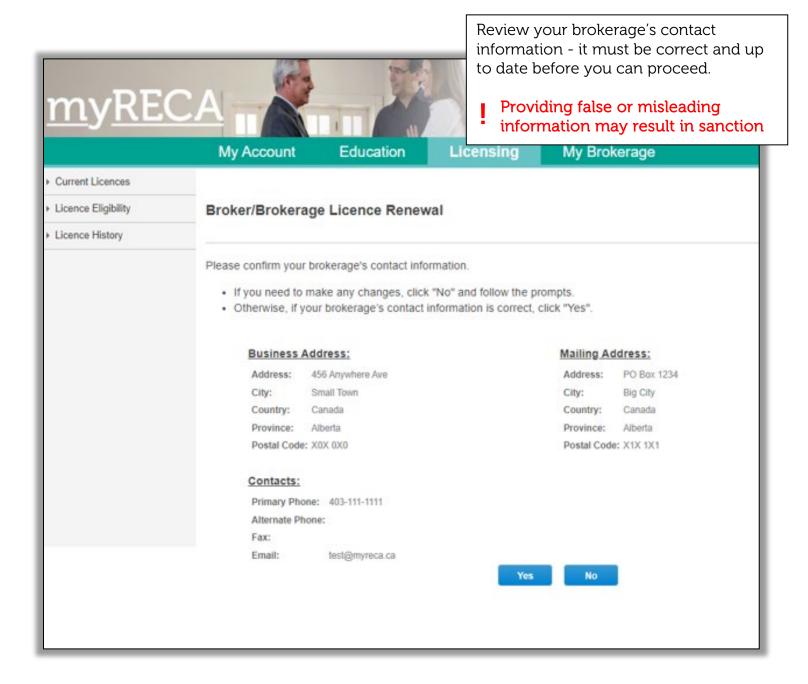
If you have any questions about renewing your brokerage and broker licences, please contact RECA at renewal@reca.ca.

Once you have a Brokerage Renewal Suitability Questions form completed, tick this box to proceed with your renewal application.

Begin Broker/Brokerage Renewal Application

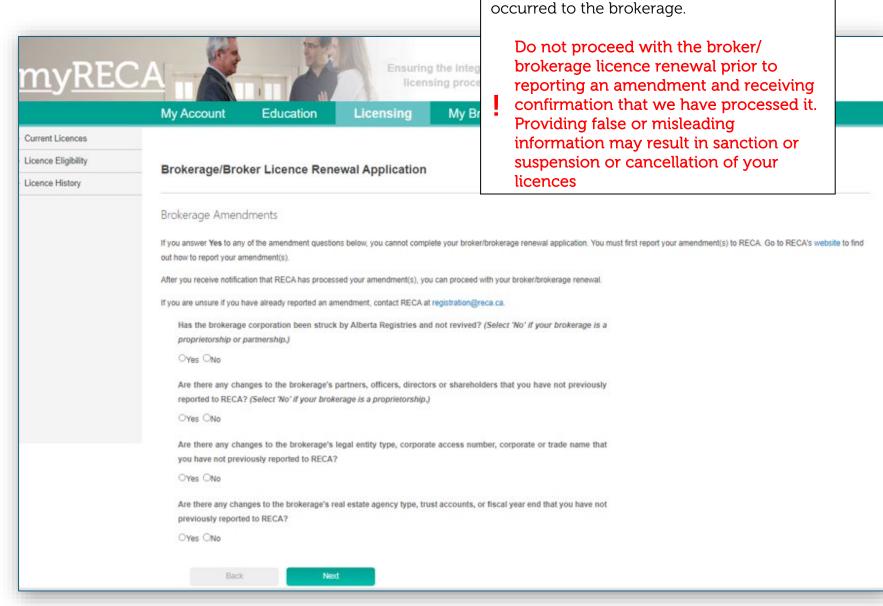
Review your personal and contact information - it must be correct and up to date before you can proceed.





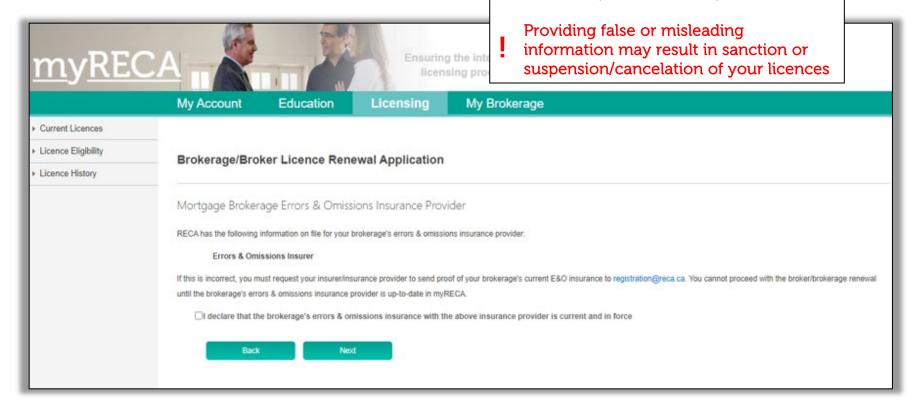
Complete the **optional** data collection survey on behalf of yourself and your brokerage.

myREC	You can skip this survey or any of its questions if you prefer not to or are unsure how to answer
	My Account Education Licensing Licence Renewal My Brokerage
▶ Current Licences	
▶ Licence Eligibility	Brokerage/Broker Licence Renewal Application
▶ Licence History	
	To assist in carrying out our public protection mandate in an effective and efficient manner, we wish to collect some general and practice information from licensees. Please take a moment to complete this optional survey before commencing your renewal application.
	How many transactions in each of the following sectors did you/your brokerage complete and receive remuneration for from August 1, 2024 to July 30, 2025?
	Residential real estate trades
	Commercial real estate trades (office, retail, industrial)
	Agri-business real estate trades (farms)
	Residential property management contracts
	Commercial property management contracts
	Commercial property management contracts
	What is the approximate dollar value of the transactions your brokerage completed from August 1, 2024, to July 30, 2025?



Review and respond to the statements regarding any amendments that may have

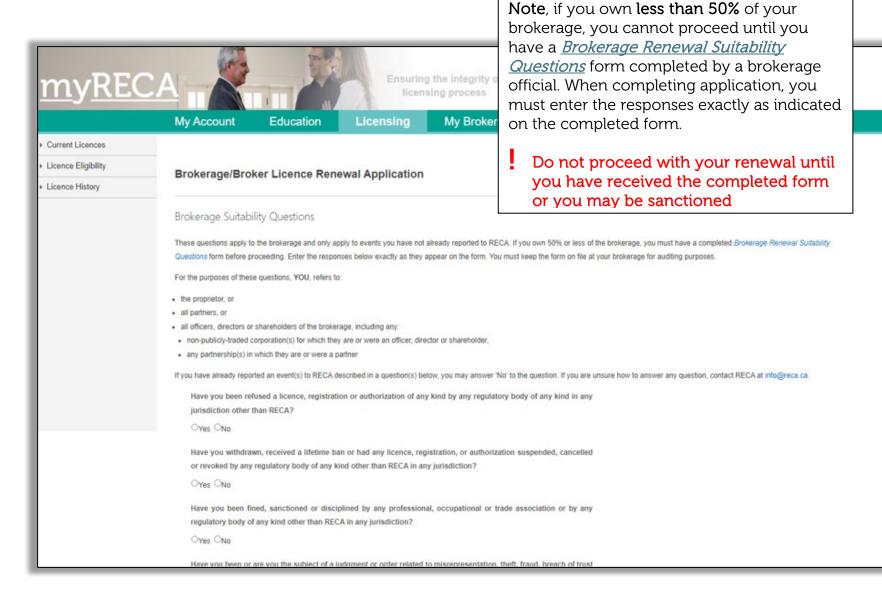
If you are a mortgage broker, review the insurance information we have on file for your brokerage. If it is not correct, do not proceed with your renewal until we have received and processed the update.



Act Rules. Failure to notify the registrar about an event captured in Section 40 prior to Ensuring the integ renewing may result in sanction or licensing proc suspension or cancellation of your My Account Education Licensing My B licence Current Licences Licence Eligibility Brokerage/Broker Licence Renewal Application Licence History Broker Section 40 Compliance Pursuant to section 40 of the Real Estate Act Rules, licensees must immediately notify the registrar when: . the licensee is disciplined by any real estate board, regressate association, mortgage broker association, property manager association, or any professional, occupational or regulatory body the licensee has any judgment(s) rendered against them in relation to the provision of services or sale of goods to consumers . any business the licensee owns or has participated in as a partner, director or officer in the past three years, has any judgment(s) rendered against the business the licensee is the subject of any bankrupt by proceedings any business the licensee owns or has participated in as a partner, director or officer in the past three years, is the subject of any bankruptcy or receivership proceedings . proceedings pursuant to the Crimical Code are commenced against the licensee, or the licensee is convicted of any criminal offence or any other offence under any law of any country, province or state, excluding provincial or municipal highway traffic offences resulting in only monetary fines and/or demerit points If an event has occurred as described above and you have already reported it to the registrar, you may proceed with your renewal. If an event has occurred that you have not yet reported, you must report it before you can proceed with this renewal application. Click the "Notify the Registrar" button on the "My Account" tab in your myRECA account to begin the reporting process. If you are upsure whether you must report an event to the registrar, contact RECA at info@reca.ca. OI declare that I am in compliance with the requirements of Section 40 of the Real Estate Act Rules and have no unreported events which require reporting to the registrar Next

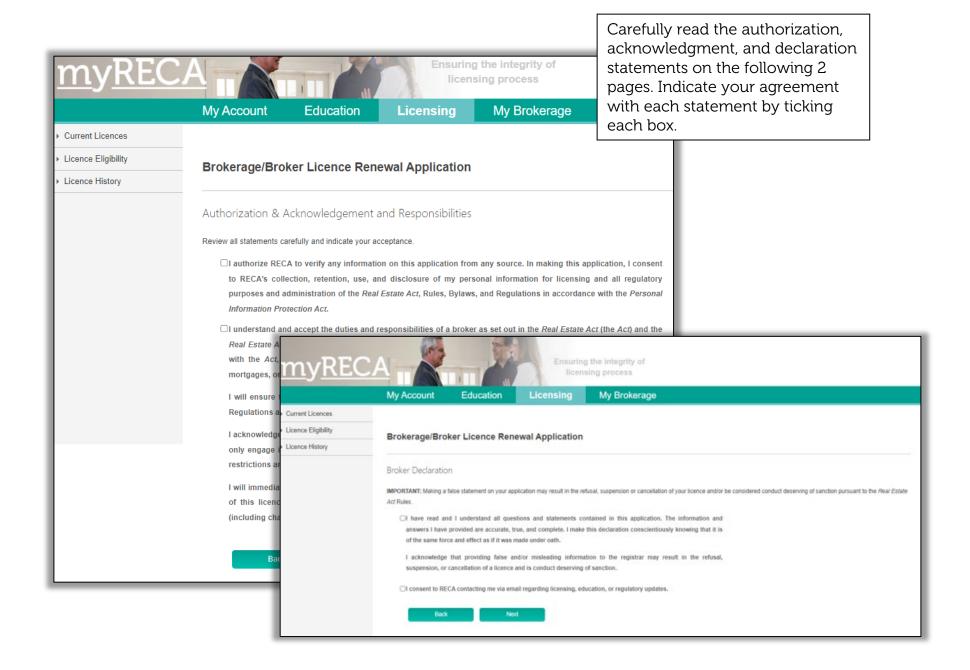
Confirm your compliance with the

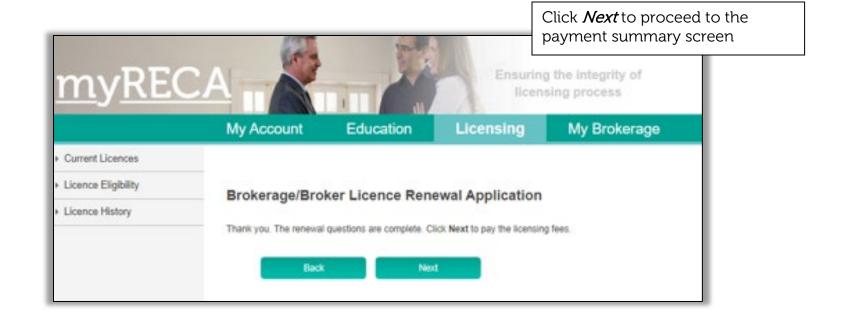
requirements of Section 40 of the Real Estate

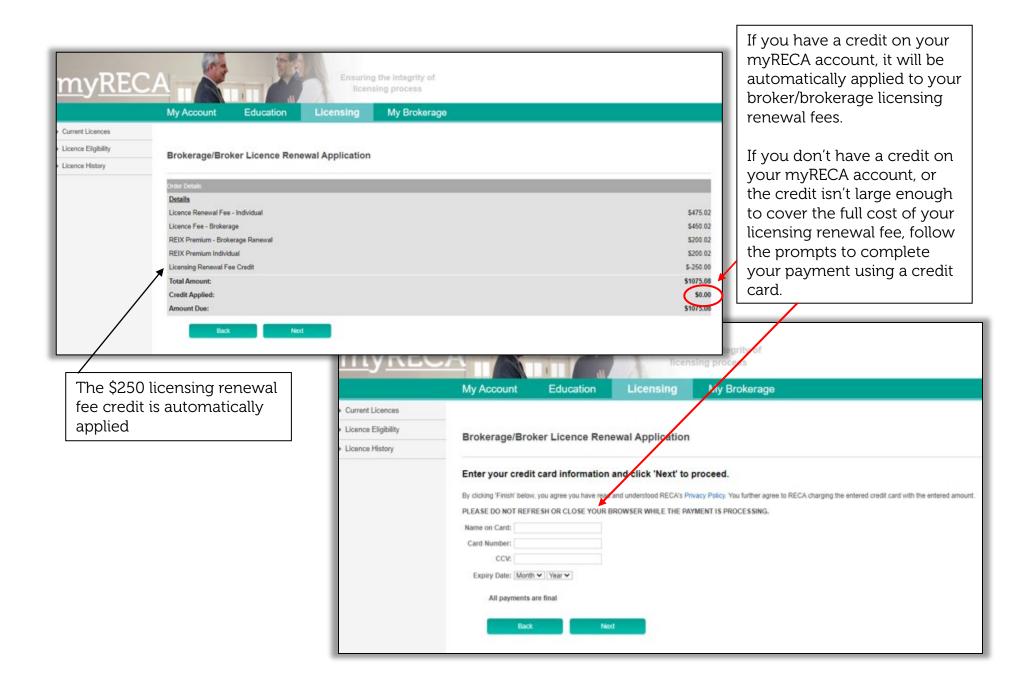


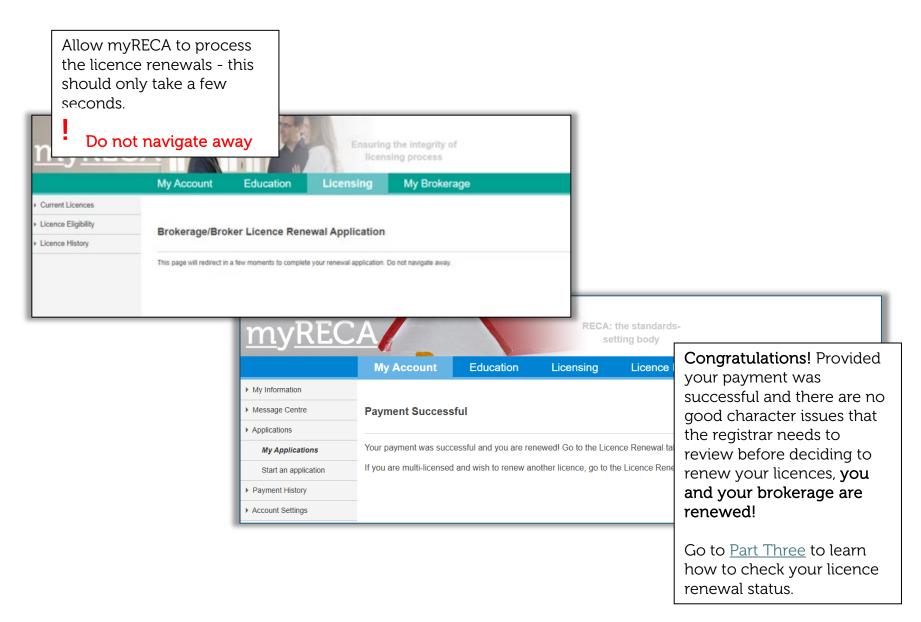
Enter your responses to the brokerage

suitability questions.

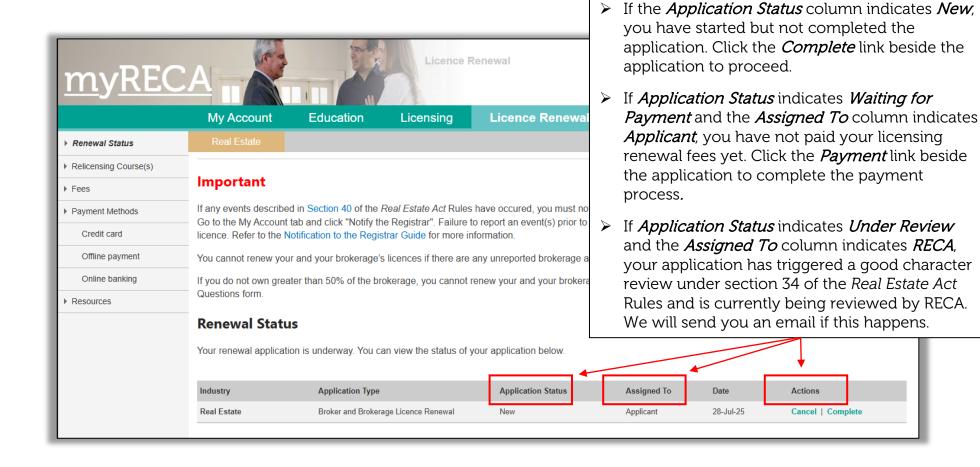






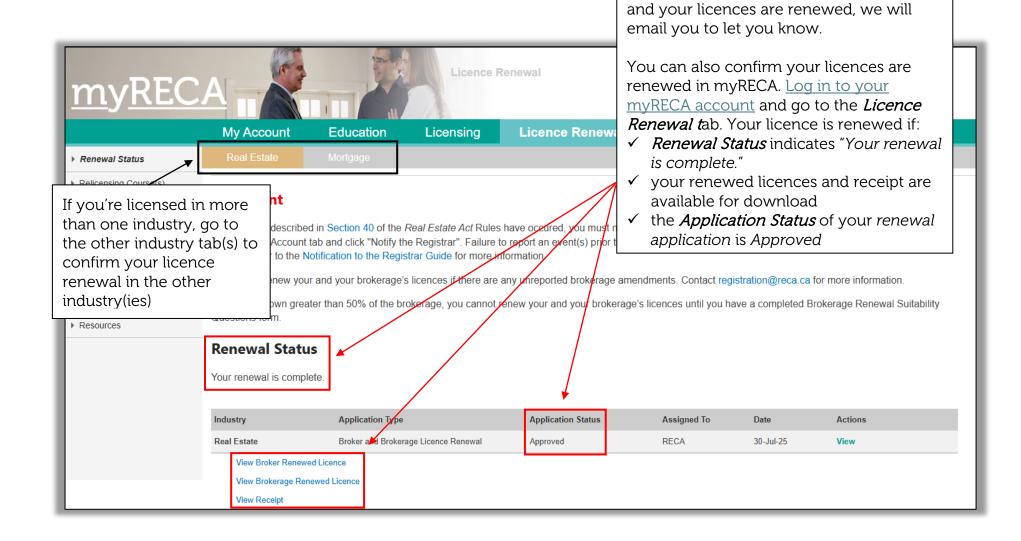


Part Three: Checking your broker/brokerage licence renewal status



Log in to your myRECA account and go to the

Licence Renewal tab



Once your licensing renewal fees are paid

Part Four: Accessing your broker/brokerage licensing renewal fee receipt

