

350, 4954 Richard Road SW, Calgary, AB T3E 6L1  
Phone: (403) 228-2954 or 1-888-425-2754  
Fax: (403) 228-3065 Web: www.reca.ca

**THIS APPLICATION IS VALID FOR 30 DAYS FROM THE DATE IT IS SWORN**

**A. CLASS OF LICENCE** *(must be completed)*

Real estate brokerage

Mortgage brokerage

**B. LEGAL ENTITY INFORMATION** *( must be completed)*

1. Brokerage legal entity type: *(select one only)*
- Corporation *Attach proof of officers, directors and shareholders (including percentage of ownership) for corporation AND any and all corporate shareholders*
- Partnership *Attach proof of partnership*  
*Names of partners: \_\_\_\_\_*
- Sole proprietorship *Name of sole proprietor: \_\_\_\_\_*

2. Full and exact name of corporation, partnership or sole proprietorship

3. Alberta registration/corporate access number

4. Trade name *(if applicable)*

5. Official of the brokerage legal entity who will ensure the business of the brokerage is carried out competently and in accordance with the *Real Estate Act, Real Estate Act Rules, Regulations and Bylaws. (If other than the broker, provide contact information.)*

**C. BROKERAGE INFORMATION** *(all fields marked with an asterisk \* must be completed)*

\* 6. Type of Brokerage *(real estate brokerages only)*:  Common Law  Designated Agency

\* 7. Business address in Alberta *(PO Box not acceptable)*

\* 8. City

\* 9. Postal/Zip code

10. Mailing address *(if different than business address)*

11. City

12. Prov/State

13. Postal/Zip code

\* 14. Business phone

15. Business fax

16. Brokerage website

\* 17. Primary email address

\* 18. Brokerage fiscal year end

\* 19. The broker has controlling interest in the ownership of the brokerage *(51% or greater)*.

- Yes  No *(Provide copy of the written agreement with the brokerage giving the broker authority to carry out the duties and responsibilities of a broker under the Real Estate Act Rules.)*

**D. TRUST ACCOUNTING INFORMATION** *(must be completed)*

20. The brokerage currently maintains/will maintain a trust account(s):

- Yes *(provide confirmation of trust account(s) from financial institution)*  No

## E. INFORMATION RESPECTING SUITABILITY *(must be completed)*

These questions apply to any and all situations and/or events preceding the date of this application.

Please read each of the following questions carefully and answer truthfully:

- |     |  |                              |                             |
|-----|--|------------------------------|-----------------------------|
| 21. | Has the sole proprietorship, corporation, or partnership or any of its officials, directors, officers or shareholders (only applicable if a non-publicly traded legal entity) ever been refused a registration, denied authorization in any capacity, withdrawn from an industry and received a lifetime ban, or had any registration, licence, or authorization suspended or revoked by any association, professional or occupational body, any securities commission or any regulatory body of any kind in any jurisdiction?   | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 22. | Has the sole proprietorship, corporation, or partnership or any of its officials, directors, officers or shareholders (only applicable if a non-publicly traded legal entity) ever been disciplined by any real estate board, real estate association, mortgage broker association, or appraiser association, or any professional or occupational body, or any regulatory body of any kind in any jurisdiction?  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 23. | Has the sole proprietorship, corporation, or partnership or any of its officials, directors, officers or shareholders (only applicable if a non-publicly traded legal entity) ever had any judgments rendered against them or the business in relation to: a trade in real estate; dealings in mortgages; acting as an appraiser; fraud; breach of trust; misappropriation or theft?   | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 24. | Has the sole proprietorship, corporation, or partnership or any of its officials, directors, officers or shareholders (only applicable if a non-publicly traded legal entity) ever been in bankruptcy or ever been the subject of any bankruptcy, insolvency or receivership proceedings?  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 25. | Has the sole proprietorship, corporation, or partnership or any of its officials, directors, officers or shareholders (only applicable if a non-publicly traded legal entity) ever been found guilty or convicted of any criminal offence or any other offence under any law of any country, province or state, excluding offences for which a pardon has been granted or provincial or municipal highway traffic offences?  | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 26. | Has the sole proprietorship, corporation, or partnership or any of its officials, directors, officers or shareholders (only applicable if a non-publicly traded legal entity) ever had any proceedings pursuant to the Criminal Code of Canada commenced against them and/or are they currently the subject of a suspension, investigation, licensing conditions, statement of claim relating to the business of an industry member or similar process including, but not limited to, conduct, audit, practice review or competence-related proceedings in any jurisdiction? | <input type="checkbox"/> yes | <input type="checkbox"/> no |

If you answer **YES** to any of the above questions provide copies of all relevant documentation along with this original application to RECA.

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.

## F. AUTHORIZATION & ACKNOWLEDGEMENT

I authorize the Real Estate Council of Alberta 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 to the Real Estate Council of Alberta, I hereby consent to the Real Estate Council of Alberta's collection, use, and disclosure of my personal information for licensing and other regulatory purposes under the *Real Estate Act* and in accordance with the *Personal Information Protection Act*.

## G. 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 my attorney and grant the attorney powers as set out in Appendix A to the REIX Subscription Agreement.

**H. BROKERAGE ACKNOWLEDGEMENT** (To be completed by a partner, director, officer, or sole proprietor of the brokerage, corporation, or firm **BEFORE** the application has been sworn by affidavit)

Upon confirmation of authorization by the Real Estate Council of Alberta, the below named individual shall be employed or associated with the brokerage as broker.

Name of broker	Broker's city of residence
Name of partner, director, officer, or sole proprietor ( <i>other than the broker unless the broker has 51% or greater controlling interest in the ownership of the brokerage -please print</i> )	Contact information for partner, director, officer, or sole proprietor ( <i>phone number/email address</i> )
Partner, director, officer, or sole proprietor signature	Date

**I. AFFIDAVIT** (To be completed by the broker **AFTER** the brokerage acknowledgement has been completed)

All questions must be answered truthfully and completely. Making a false statement on this affidavit constitutes a criminal offence and is punishable by law and may be considered conduct deserving of sanction by the Real Estate Council of Alberta. Any affidavit containing false or misleading information may result in the refusal of the application and suspension or cancellation of any authorization issued thereupon.

CANADA  
PROVINCE OF ALBERTA  
TO WIT:

**AFFIDAVIT**  
In the Matter of the *Real Estate Act*

I, \_\_\_\_\_ of the City of \_\_\_\_\_ in the Province of \_\_\_\_\_.  
(Legal Name)

**DO SOLEMNLY SWEAR** I have read and understand all questions and statements. All information on this application is true.

**SWORN BEFORE ME** AT THE \_\_\_\_\_ OF \_\_\_\_\_ IN THE PROVINCE OF \_\_\_\_\_,

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D., \_\_\_\_\_ (year) \_\_\_\_\_ Broker Signature

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

My appointment expires \_\_\_\_\_  
(print or stamp here)

**J. FEES AND PAYMENT**

Please indicate method of payment:

<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	<input type="checkbox"/> Cheque Cheque Number _____	Amount (Fees for all classes of licences are available at <a href="http://www.reca.ca">www.reca.ca</a> )
Credit card number	Credit card expiry date	
Name on card	Authorized signature	