

An **original** application must be provided to the Broker for review. If the application is deemed to be complete and accurate in accordance with the checklist below, the brokerage may proceed with online processing through RECA ONLINE, except for individuals:

- have indicated a 'yes' answer(s) to any of the suitability questions (Section C)
- who are applying for licence reciprocity (Section E)

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| Correct form completed: <input type="checkbox"/> Application for Registration - for those who are currently or have previously been registered with a brokerage within the past 3 years <input type="checkbox"/> Application for Licence & Registration - for those applying for a licence for the first time | |
| Form is for current licensing period (2010/2011) | |
| Industry and class of licence are accurately identified | |
| Name is complete and reflects full legal name, including middle name (review individual's legal identification and compare with information on RECA Online) | |
| Residential address is complete (PO Box not acceptable) | |
| Birth date is complete | |
| Primary phone number is complete | |
| Primary email address is complete (brokerage email address is acceptable) | |
| Section C (suitability) questions are complete (if any questions have been answered 'yes', the original application along with copies of all relevant documentation must be forwarded to RECA for processing - DO NOT PROCESS ONLINE) | |
| On application for licence & registration , Section D (eligibility) is complete and accurate | |
| On application for licence & registration , Section E (reciprocity) has been completed only if applicant is applying for licence reciprocity and has purchased the information materials (the original application must be forwarded to RECA for processing - DO NOT PROCESS ONLINE) | |
| Affidavit is current (within 30 days) | |
| Affidavit is sworn in legal name | |
| Commissioner for Oaths/notary public/lawyer is adequately identified on affidavit, including expiry date (information must be printed or stamped and be legible) | |
| Applicant signature is on affidavit | |
| Broker acknowledgement is completed in full (initials, brokerage name, broker/broker delegate name, brokerage phone number, broker/broker delegate signature, date signed – must be ON or AFTER the date the affidavit was completed by applicant) | |
| Payment indicated on application form and/or posted to RECA ONLINE | |