

<b>BROKER APPLICATION</b>	<b>✓/x</b>
Correct form completed (application for registration)	
Form is for current licensing period (2010/2011)	
Industry/class of licence are accurately identified	
Name is complete and reflects full legal name, including middle name	
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 and accurate (if any questions have been answered 'yes', the original applications along with copies of all relevant documentation must be forwarded to RECA for processing prior to September 1 – <b>DO NOT PROCEED WITH ONLINE RENEWAL</b> )	
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)	
Broker signature is on affidavit (must be dated <b>ON</b> or <b>BEFORE</b> the date the brokerage acknowledgment was completed)	
Brokerage acknowledgement is completed in full (brokerage name, partner/director/officer/sole proprietor name and signature (other than the broker unless the broker has 51% or greater controlling interest in the ownership of the brokerage), contact phone number, date signed – must be dated <b>ON</b> or <b>AFTER</b> the date the affidavit was sworn by broker)	
Fees have been posted to RECA Online: <input type="checkbox"/> \$600 Real Estate <input type="checkbox"/> \$425 Mortgage	
<b>BROKERAGE APPLICATION</b>	<b>✓/x</b>
Correct form completed (Brokerage Licence Application for Renewal and/or Corporate Amendments)	
Form is for current licensing period (2010/2011)	
Class of licence is identified	
Section C (legal entity information) is complete and accurate (compare with RECA Online – if there are any changes to this information, contact RECA – <b>DO NOT PROCEED WITH ONLINE RENEWAL</b> )	
Section D (brokerage information) is complete and accurate (compare with RECA Online – if there are any changes to this information, contact RECA – <b>DO NOT PROCEED WITH ONLINE RENEWAL</b> )	
Section E (suitability) questions are complete and accurate (if any questions have been answered 'yes', the original applications along with copies of all relevant documentation must be forwarded to RECA for processing prior to September 1 – <b>DO NOT PROCEED WITH ONLINE RENEWAL</b> )	
Brokerage acknowledgement is completed in full (brokerage name, partner/director/ officer/sole proprietor name and signature (other than the broker unless the broker has 51% or greater controlling interest in the ownership of the brokerage), contact phone number, date signed – must be dated <b>ON</b> or <b>BEFORE</b> the date the affidavit was sworn by broker)	
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)	
Broker signature is on affidavit (must be dated <b>ON</b> or <b>AFTER</b> the date the brokerage acknowledgment was completed)	
Fees have been posted to RECA Online: <input type="checkbox"/> \$300 Real Estate <input type="checkbox"/> \$200 Mortgage	
<b>** ADDITIONAL AMENDMENT(S) **</b>  <i>If there are amendments to the brokerage's legal entity or brokerage information, the original applications along with copies of all supporting documentation must be forwarded to RECA for processing prior to September 1 – DO NOT PROCEED WITH ONLINE RENEWAL</i>	
<b>CORPORATE NAME AMENDMENT</b>	
Current copy of the Certificate of Amendment from Alberta Registries (dated within past 6 months, corporate name accurately recorded on brokerage application)	
Current copy of the Corporation/Non-Profit Search	
<b>TRADE NAME AMENDMENT</b>	
Current copy of the Proof of Trade Name Filing (adding/amending – trade name accurately recorded on brokerage application)	
Current copy of the Dissolving of Trade Name (removing)	
<b>CORPORATE SHAREHOLDER/DIRECTOR/OFFICER AMENDMENT</b>	
Certificate of Incorporation for corporation and any and all corporate shareholders (corporation name and registration number accurately recorded on brokerage application)	
Articles of Incorporation for corporation and any and all corporate shareholders	
Current Corporation/Non-Profit Search from Alberta Registries for corporation and any and all corporate shareholders (required if certificate of incorporation over 6 months old)	
Proof of shareholders, officers and directors for corporation and any and all corporate shareholders (such as copy of current (dated within past 6 months) Corporation/Non-Profit Search from Alberta Registries, original certified true copy of corporate minutes or original certified true copy of director's resolution)	
<b>PARTNERSHIP AMENDMENT</b>	
Partnership agreement	
Proof of Partnership Filing from Alberta Registries	
Proof of shareholders, officers and directors for any corporate partners, and any and all corporate shareholders of partners (such as copy of current (dated within past 6 months) Corporation/Non-Profit Search from Alberta Registries, original certified true copy of corporate minutes or original certified true copy of director's resolution)	
Proof of Trade Name filing/Certificate of Amendment from Alberta Registries, if applicable (trade name accurately recorded on brokerage application)	
Current copy of the Corporation/Non-Profit Search for the corporation and any and all corporations listed as shareholders	
Broker of Record Agreement signed by a director or officer of the corporation and witnessed (if the share structure amendment results in the broker no longer having min. 51% ownership of the brokerage) Sample available at <a href="http://www.reca.ca">www.reca.ca</a>	
<b>BUSINESS ADDRESS AMENDMENT</b>	
Proof of municipal zoning compliance (lease agreement, business permit, home occupation class 1 permit, zoning certificate, etc.- address accurately recorded on brokerage application)	