

Appraisers and candidates wishing to retain their authorization required under the *Real Estate Act* in order to carry on the practice of a real estate appraiser, advertise, or hold himself/herself out as a real estate appraiser must make an application to renew their license prior to October 1, 2011.

Please ensure the following procedures are followed to ensure your licence renewal is processed by the September 30<sup>th</sup>, 2011 deadline:

## APPLICATION FORM

### A. Original Real Estate Appraiser/Candidate Application required

- a. You must complete a **2011-2012 Real Estate Appraiser/Candidate Licence Application** in full, including the affidavit, **prior to** processing your licence renewal online. For your assistance a guide for completion for the licence application form can be found at [www.reca.ca](http://www.reca.ca) under "Forms", "Licensing and Registration Forms".
- b. You must maintain the original paper copy of the signed licence renewal application on file.

**You must forward your licence renewal to RECA for processing prior to September 6, 2011, if:**

- There have been any unreported changes to the business name, affiliation or business address since the date of your last application, and/or,
- You have not reported a change in your class of licence from candidate to appraiser or a change in your designation and/or,
- You have answered **YES** to any of the questions in Section D - Information Respecting Suitability. **\*\*These questions only apply to any and all situations and/or events that have taken place since the date of your last application.**

**Applications received after September 23, 2011, may not be processed before the licence renewal deadline and may result in a lapse in authorization.**

Appraisers/candidates have previously been provided with information to gain access to the RECA ONLINE licensing system by completing an Online Filer Agreement. In the event that you are not able to access RECA ONLINE please contact RECA immediately.

## FEES

- Fees and payment:
  - The fee for the 2011/2012 licensing period is **\$ 450.00**
  - Credit card payments may be made through RECA ONLINE. If you wish to pay by cheque or money order it can be forwarded to RECA for processing. Please allow a minimum of five business days for posting.
- All transactions are instant and final and cannot be post-dated or back-dated.

## RELICENSING EDUCATION REQUIREMENTS

- There are no re-licensing education program requirements for appraisal industry members for the 2010-2011 licensing year.
- Information on the re-licensing education program requirements including frequently asked questions and exemption criteria can be found on our website at [www.reca.ca](http://www.reca.ca) under “Industry Standards” and “Re-Licensing Education Program”.

## CONFIRMATION OF AUTHORIZATION

- A. Licence renewal transactions are completed only when a certificate for the 2011-2012 licensing period is generated.
- B. Appraisers/candidates must ensure their licence renewal has been processed before he or she commences carrying on the practice of an appraiser on October 1, 2011. Licence status can be checked at any time on RECA’s website by going to [www.reca.ca](http://www.reca.ca) and selecting the [“Search for an Industry Member”](#) tool.
- C. If an industry member’s licence renewal application is not processed by the September 30, 2011 deadline, the industry member will no longer be authorized to carry on the practice of an appraiser, as the case may be, and must cease activities immediately. Unauthorized activity is a breach of the *Real Estate Act*, and may be considered conduct deserving of sanction by RECA.