

Illustrative Guide to Completion 2011/2012 APPRAISER/CANDIDATE LICENCE APPLICATION

SECTION D:

Check the appropriate box that describes your application type and clearly indicate either a "yes" or "no" for each of the questions below.

* If you are applying for a real estate appraiser or candidate licence for the first time, you must answer "yes" if you have **EVER BEEN** subject to the event/situation in question.

* If you are renewing your appraiser or candidate licence or your licence has lapsed and you are re-applying or you are applying to change your class of licence or designation, answer "yes" only if the situation/event in question has occurred **since the date of your last application** to RECA.

D. INFORMATION RESPECTING SUITABILITY <i>*Select one only</i>	
<input type="checkbox"/>	25. If you are applying for a real estate appraiser and/or candidate licence for the first time these questions apply to any and all situations and/or events PRECEDING THE DATE OF THIS APPLICATION.
<input type="checkbox"/>	26. If you are renewing your real estate appraiser and/or candidate licence OR your licence has lapsed and you are re-applying OR you are applying to change your class of licence or designation, these questions apply only to any and all situations and/or events that have taken place SINCE THE DATE OF YOUR LAST APPLICATION.
Please read each of the following carefully and answer all questions truthfully:	
27.	Have you or has any business you owned or participated in as a director or officer been refused a registration, denied authorization in any capacity, withdrawn from an industry and received a lifetime ban, or had any registration, licence, or authorization suspended or revoked by any association, professional or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 other than RECA? <input type="checkbox"/> yes <input type="checkbox"/> no
28.	Have you 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 other than RECA? <input type="checkbox"/> yes <input type="checkbox"/> no
29.	Are you 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 other than RECA? <input type="checkbox"/> yes <input type="checkbox"/> no
30.	Have you or has any business you owned or participated in as a director or officer in the past three years had any judgments rendered against you or the business in relation to the provision of services or sale of goods to consumers? <input type="checkbox"/> yes <input type="checkbox"/> no
31.	Have you or has any business you owned or participated in as a director or officer been in bankruptcy or been the subject of any bankruptcy or receivership proceedings? <input type="checkbox"/> yes <input type="checkbox"/> no
32.	Have you been found guilty or 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? <input type="checkbox"/> yes <input type="checkbox"/> no
33.	Have any proceedings pursuant to the Criminal Code of Canada been commenced against you? <input type="checkbox"/> yes <input type="checkbox"/> no
If you answer YES to any of the above questions an original sworn statement in your own words regarding the event(s) must be forwarded to RECA along with this original application. Copies of all relevant documentation must also be forwarded to RECA unless previously provided. 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.	
E. 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 <i>Real Estate Act</i> and in accordance with the <i>Personal Information Protection Act</i> .	
F. SUBSCRIPTION STATEMENT – ERRORS & OMISSIONS INSURANCE	
I acknowledge and agree to comply with section 78(3) of the <i>Real Estate Act</i> Rules that states, "An appraiser must not perform an appraisal for a client unless, prior to commencing work on the appraisal, the appraiser has professional liability coverage with a minimum limit of \$1,000,000."	

* If a YES answer is indicated on the 'renewal' application, you are prohibited from processing the licence renewal online. In this case, the original application must be forwarded to RECA for processing, along with copies of all relevant documentation to support the YES answer.

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G. RESPONSIBILITIES

I understand and accept the duties and responsibilities of a real estate appraiser and/or candidate as set out in the *Real Estate Act*, and *Real Estate Act Rules*. I am aware I must comply with the *Real Estate Act*, *Real Estate Act Rules*, and laws that apply to an industry member authorized to carry on the practice of a real estate appraiser.

I hereby acknowledge my obligation to familiarize myself with the laws of Alberta as they apply to the business of an industry member, only engage in work or provide services in which I am authorized and competent to do so, and abide by any restrictions or conditions that may be imposed upon the issuance of a licence, including restrictions related to specific areas of practice or educational requirements addressing practice issues unique to Alberta.

I will immediately notify the executive director in writing of any changes in the information provided to the executive director in support of this licence application that occur during the application process or after the licence is issued.

H. AFFIDAVIT **Must be completed*

Making a false statement on this affidavit may constitute a criminal offence punishable by law, result in the refusal, suspension or cancellation of an authorization and/or be considered conduct deserving of sanction pursuant to the *Real Estate Act* or Rules.

CANADA
PROVINCE OF _____
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 contained in this application. All responses and information provided by me to RECA in this application are true and accurate.

SWORN BEFORE ME AT THE _____ **OF**
_____ **IN THE PROVINCE OF** _____

THIS _____ **DAY OF** _____ **A.D.** _____ **(year)** _____ **Appraiser/Candidate Signature**

Commissioner for Oaths/Notary Public/Solicitor Signature
(print name) _____

My appointment expires _____
(print or stamp here)

*** The application is
valid for 30 days
from the date the
affidavit is sworn.**

I. FEES AND PAYMENT **Must be completed*

Please indicate method of payment:

<input type="checkbox"/> Payment has been made through RECA Online <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	<input type="checkbox"/> Cheque Cheque Number _____	Amount (Fees for all classes of licences are available at www.reca.ca)
Credit card number	Credit card expiry date	
Name on card	Authorized signature	

SECTION H:

You must complete the affidavit in your **Legal Name** in the presence of, and have it sworn by, a Commissioner of Oaths, Notary Public or Solicitor.

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.

SECTION I:

Include payment details. If you are currently licenced as an appraiser/candidate, fees can be paid through your RECA Online account.