

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](http://www.reca.ca)

*This form is to be used for complaints against persons who are acting as real estate appraisers without a licence from the Real Estate Council of Alberta (RECA). If you wish to file a complaint against an individual who is authorized by RECA as a real estate appraiser or candidate, please use the Complaint Form – All Industry Professionals.*

The complaint and investigation processes are legal processes and must be carried out in accordance with RECA policies and procedures. RECA recommends that all complainants review RECA's *Guide to Complaints Relating to Unauthorized Practice* prior to making a complaint.

A. COMPLAINANT INFORMATION				
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	1a. Last name	2a. Legal first name		
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	1b. Last name	2b. Legal first name		
3. Date of Birth	4. Mailing address	5. City	6. Prov/State	7. Postal/Zip code
8. Primary phone number		9. Alternate phone number		10. Fax
11. Email (email will be duplicated)				
12. Your role in the transaction				
<input type="checkbox"/> Seller <input type="checkbox"/> Buyer <input type="checkbox"/> Landlord <input type="checkbox"/> Tenant <input type="checkbox"/> Legal Agent <input type="checkbox"/> Borrower <input type="checkbox"/> Lender <input type="checkbox"/> Industry Professional <input type="checkbox"/> Other: _____				
B. YOUR COMMUNICATION PREFERENCES				
I agree to accept correspondence from RECA by (select either or both options) <input type="checkbox"/> Email (as provided in partA) <input type="checkbox"/> Mail				
I agree to accept updates regarding my complaint's status from RECA by (select either or both options) <input type="checkbox"/> Email <input type="checkbox"/> Mail				
C. YOUR COMMITMENT TO THE PROCESS				
1. I have read RECA's <i>Guide to Complaints Relating to Unauthorized Practice</i> <span style="float: right;"><input type="checkbox"/> yes    <input type="checkbox"/> no</span> (RECA recommends that you read the <i>Guide to Complaints Relating to Unauthorized Practice</i> before making your complaint so that you can fully understand RECA's role and your rights and obligations under the <i>Real Estate Act</i> )				
2. I believe the matter I am making a complaint about falls under RECA's jurisdiction <span style="float: right;"><input type="checkbox"/> yes</span>				



## 2. Identities of all related corporations, partnerships or business relationships known to you

2a. Entity Name

2b. All contact information available to you

### E. DETERMINING IF AN AUTHORIZATION IS REQUIRED

Generally speaking, a person acts as a real estate appraiser when they estimate the defined value of real estate. For specific details, please refer to section 1(1)(u.1) of the *Real Estate Act*. The *Real Estate Act* is available on RECA's website ([www.reca.ca](http://www.reca.ca)).

**The following questions assist RECA in determining the appropriate course of action. Please take your time and consider the questions carefully before answering.**

**Is the person acting as a real estate appraiser:**

#### Part E.1

Is the person providing value estimates of real estate or of an interest in real estate (i.e. lease)?

Yes No

Is the person signing a value estimate report and accepting responsibility for the report?

Yes No

Is the person providing real estate appraisal consulting services?

Yes No

Is the person stating that they can provide any of the services described in the questions above?

Yes No

#### Part E.2.

Has the person received any remuneration (fees, charges, commissions) for the provision of any of the services described in Part E.1?

Yes No

Did the person intend to receive remuneration or ask for remuneration for the purpose of providing the services described in Part E.1?

Yes No

**If you answered "yes" to any question in Part E.1 AND "yes" to either question in Part E.2, the person requires a real estate appraisal authorization unless they are exempt pursuant to the *Real Estate Act* or the Regulations. To determine if a person is exempt, please answer the following questions:**

#### Part E.3

If the person is an employee of the Government of Canada or the Government of Alberta, or a municipality of Alberta, is he or she only providing appraisal services as part of their employment?

Yes No

Is the person an employee who provides appraisal services only for their employer?

Yes No

Is the person a real estate broker authorized by RECA and is only providing value advice services to assist a person with a trade in real estate?

Yes No

Is the person an accredited municipal assessor of Alberta acting in an assessment capacity?





_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Supporting Documents** (Please provide clear copies and retain the originals for future reference.)

List the documents you are submitting in support of this complaint (i.e. ~~mortgage applications, service agreements, mortgage administration agreements, mortgage disclosure documents, purchase/sale/rental contracts, real estate appraisal(s), agency forms, real estate appraisal service agreements, comparative market analysis, property management agreements~~, mortgage documents, advertisements (newspaper, website, etc.), website information, amendments, correspondence or e-mails between you and ~~industry member~~ the person holding themselves as a real estate appraiser, ~~deposit-invoices~~, cheques, etc.).

Please note: if you wish RECA to expedite a review of the subject's activities you should consider providing RECA with waivers of confidentiality addressed to your lender and legal counsel. A copy of an applicable waiver is available on RECA's website. [Click here.](#)

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

I have provided copies of all transaction documents with my complaint.

**Supporting Witnesses**

Names of witnesses in support of this complaint	Contact phone number(s)
1.	
2.	
3.	
4.	
5.	
6.	
7.	

8.

**G. DECLARATION OF TRUTH**

I agree that all the information contained in this complaint is truthful to the best of my ability.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date