



Important: PRINT or TYPE all information in BLACK INK

APPLICATION FOR REINSTATEMENT: BRANCH

All new Branch Managers require an original Canada-wide Criminal Record and Judicial Matters Check to be submitted with this application.

WARNING – IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION

SECTION A SIGNATURE OF AUTHORIZED SIGNATORY

This form must be signed by a partner, officer, director, or the broker of record of the applicant.

The undersigned hereby certifies that he/she is fully authorized to bind the applicant and is authorized to sign this application on behalf of the applicant. The undersigned hereby certifies that he/she has fully examined all of the information given on this application (including any attachments), and all such information is, to the best of his/her knowledge and belief, true and complete, and hereby requests the registration be granted.

Form with fields: Name (Please Print), Title, Signature (Electronic or Wet Sign), Date

SECTION B BRANCH NAME AND ADDRESS

Form with fields: Type of Application (checkbox Reinstatement of Previous Registration), Business Category (checkbox Branch), Legal Business Name, RECO Registration Number, Trade Style Name (if applicable), Branch Address, Suite or Unit Number, City, Province, Postal Code, Business Telephone Number, Business Fax Number, E-mail Address

SECTION C NEW ADDRESS FOR SERVICE

ADDRESS FOR SERVICE IN ONTARIO (Must be a street address not just a Post Office Box. This address will also be used for mailing purposes.)

Form with fields: Number & Street (An Address for Service is a legislative requirement whereby a registered individual can be served documents), Suite or Unit Number, City, Province, Postal Code, Telephone Number, Fax Number

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**Application for Reinstatement: BRANCH**

**SECTION D BRANCH MANAGER APPOINTMENT**

Head Office Registration Number <div style="border-bottom: 1px solid black; height: 15px;"></div>	Branch Manager (Legal Surname, First Name) <div style="border-bottom: 1px solid black; height: 15px;"></div>	Branch Manager Registration Number <div style="border-bottom: 1px solid black; height: 15px;"></div>
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**SECTION E NOTICE & CONSENT**

Any person completing and/or signing and/or submitting this form and any attachments or accompanying answers, schedules, documents, records, statements or returns, either written or oral, ("accompanying documentation") is hereby notified that the Real Estate Council of Ontario ("RECO") may verify the information on this form or the accompanying documentation, and in so doing, may request or collect additional information from, communicate with, disclose any such information to government and non-government bodies (which may include trade associations, designated education organizations and providers, and past, present, and prospective employers). You are notified that any information so collected or communicated will be for purposes that include, but are not limited to:

1. Determining an applicant's eligibility for registration or continued entitlement to registration under the *Trust in Real Estate Services Act, 2002* and its regulations and including any amendments or any successor legislation, ensuring compliance under TRESA, dealing and/or handling complaints and inquiries under TRESA,
2. Purposes consistent with the Safety and Consumers Statutes Administration Act, 1996 and its regulations, RECO's purposes and obligations under the Canada Not-for-profit Corporations Act and its regulations, RECO's Articles of Continuance (transition) and its corporate by-laws, and the Administrative Agreement,
3. For any other purpose consistent with the administration of TRESA, consumer protection, protecting the public, and/or verification of an applicant's association or membership with trade/professional associations, registration history, including status, dates, employer's name and business address.

I understand and consent that as part of the above process, RECO may, at any time and from time to time, make inquiries and/or obtain searches of government, regulatory, discipline, or law enforcement records and databases, a record of offences, a record of judgments, financial institution records, or consumer reports. I further understand and consent that, RECO may, at any time and from time to time, during my registration cycle make additional inquiries and/or obtain additional searches of government, regulatory, discipline, or law enforcement records and databases, a record of offences, a record of judgments, financial institution records, or consumer reports.

I am aware that RECO is obligated to disclose information in accordance with law and is bound by TRESA, including section 44 of TRESA and sections 11 and 27 of the Regulation (General) under TRESA.

I consent to receive electronically any information about this application, registration under the Act or RECO corporate affairs.

If you have any questions concerning the collection or disclosure or use of any information, please contact RECO, or view RECO's Privacy Policy at [www.reco.on.ca](http://www.reco.on.ca).

By completing or signing or submitting this form and any of the accompanying documents, I consent to RECO verifying, requesting, collecting, communicating, disclosing, using, and maintaining such information in the manner provided above.

**I accept the terms of the above Notice & Consent**

**Broker of Record Name** \_\_\_\_\_ **Signature** \_\_\_\_\_  
(Please Print) (Electronic or Wet Sign)

**NOTICE TO REGISTRAR RE: CERTAIN CHANGES TRESA 28 (1)**

If there is a change to any of the information that was included in the registrant's application the registrant shall notify the registrar **within five days** after the change takes place and shall set out the nature of the change. TRESA 28 (1).

**SUPPORTING DOCUMENTATION REQUIRED**

- Canada-wide Criminal Record and Judicial Matters Check (completed within the 6 months prior to submission of the application)

**REGISTRATION FEES**

Application Fees Apply - [CLICK HERE FOR FEE SCHEDULE](#)  
Payment by **VISA** or **Mastercard**, (Credit or Debit), must be made online via [MyWeb](#).  
**There will be an additional service charge of \$35 for any returned payment.**

**IF FURTHER ASSISTANCE IS REQUIRED PLEASE CONTACT RECO AT 416-207-4800 OR TOLL FREE AT 1-800-245-6910**  
**PLEASE E-MAIL [registration@reco.on.ca](mailto:registration@reco.on.ca) or FAX 416-207-4820 THE COMPLETED APPLICATION**



## **Online Payment Process Instructions**

### **Application Steps**

- Complete application in full (must include a valid personal email address).
- Submit completed application, along with any supporting documentation to [registration@reco.on.ca](mailto:registration@reco.on.ca), or by fax 416-207-4820.
- Pay the application fee online.

### **Payment Process**

When your completed application is submitted to RECO, an email will be sent to you with payment instructions.

Make your payment in full online within two (2) days of the payment instruction email.

If your payment is not made within two (2) days of the email "sent" date, the application will be abandoned, and you will have to reapply. You will be notified by email if your application has been abandoned.

### **Payment Options**

Payments can be made only by Visa or Mastercard. Read the [Registration Fee Schedule](#).

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**Payment of the application fee is a prescribed requirement of registration or renewal of registration as a broker or salesperson O. Reg. 567/05, s. 4(1), or brokerage O. Reg. 567/05, 6(1).**