



Real Estate Council of Ontario
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 Toronto, Ontario M8X 2X9
 Telephone: 416-207-4800 or 1-800-245-6910
 Fax: 416-207-4820
 E-mail: registration@reco.on.ca
 Website: www.reco.on.ca



FOR OFFICE USE ONLY	
Approved By:	Date:
Registration #	
Scanning Code NEW <input type="checkbox"/> RST <input type="checkbox"/> CAT <input type="checkbox"/>	

For Office Use Only - Date Received

Important: PRINT or TYPE all information in BLACK INK
 BRANCH OFFICE: COMPLETE SECTIONS A, C & N

Form: ANRBBSP/09April2010

Application for New/Reinstatement: Brokerage/Branch

SECTION A

TYPE OF APPLICATION:		Business Category (Check One):		
<input type="checkbox"/> New Registration		<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Corporation	
<input type="checkbox"/> Reinstatement of Previous Registration		<input type="checkbox"/> Partnership	<input type="checkbox"/> Ltd	<input type="checkbox"/> Branch
Business Name				
Trade Style Name (if applicable)				Ontario Corporation No.
Business Address must be in Ontario (if R.R., give Lot, Concession No & Township)(Street Number & Name)			Apt. or Suite	Business Telephone No. ()
City	Province	Postal Code	E-Mail Address	Fax No. ()
Address for service in Ontario (if different from Business Address)			Apt. or Suite	Telephone No. ()
City	Province	Postal Code	E-Mail Address	Fax No. ()

SECTION B (Broker of Record)

Please provide a Board of Directors Resolution (Page 8 of 10) or Partnership Resolution (Page 9 of 10) designating the Broker of Record.

Last Name	Full First Name	Middle Name	Registration No.
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SECTION C (Branch Office Only)

Branch Address	City	Province	Postal Code	Branch Phone No. ()
Head Office Registration No.	Branch Manager (Last Name First)			Branch Manager Registration No.

SECTION D (Sole Proprietors Only)

Please review the Completion Instructions on Page 6, before answering YES or NO to the following questions. If you answer yes to any question and have not previously disclosed in writing, you must do so now. Refer to Completion Instructions.

- (a) Are you a Canadian Resident who is a Canadian Citizen? Yes No

(b) Are you a Canadian Resident who is a Landed Immigrant? (If yes, refer to Page 3 for Completion Instructions.) Yes No
- Are you, or will you be, engaged or employed in any other business, occupation or profession? Yes No
- Are you a Partner, Officer, Director or shareholder in any other registered real estate business? Yes No
- Are you now or have you been involved in personal bankruptcy and/or been an officer, director or majority shareholder of a corporation which has been declared bankrupt or insolvent, or is presently a party to bankruptcy or insolvency proceedings? Yes No
- Are there any unpaid judgments and/or unpaid debts outstanding against you? (Refer to Completion Instructions) Yes No
- Have you had a registration and/or licence or professional status of any kind refused, suspended, revoked, or cancelled and/or have you been involved in any proceeding during which you resigned a registration or licence or professional status of any kind, or are there any proceedings pending? Yes No
- Are there currently any charges pending, or have you been found guilty, pleaded guilty to, or been convicted of an offence under any law? (Refer to page 6 for Completion Instructions) Yes No



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Branch Office: Complete Only Sections A, C & N

Application for New/Reinstatement: Brokerage/Branch

SECTION E (Reinstatement Only)

If the applicant answers yes to any of the following questions, please refer to page 6 for Completion Instructions.

- 1. Has there been a change to the location or Trust Account Number of the Real Estate Trust Account and/or has there been a change to the signatory on the Real Estate Trust Account? Yes No
- 2. Has there been a change in officers/directors or voting shareholders of the corporation? Yes No

SECTION F

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 *Real Estate and Business Brokers Act, 2002* and its regulations and including any amendments or successor legislation ("REBBA 2002"), ensuring compliance under REBBA 2002, dealing and/or handling complaints and inquiries under REBBA 2002
- 2) Purposes consistent with the *Safety and Consumers Statutes Administration Act, 1996* and its regulations, RECO's purposes and obligations under the *Canada Corporations Act* and its regulations, RECO's Letters Patent and its corporate by-laws, and the Administrative Agreement,
- 3) For any other purpose consistent with the administration of REBBA 2002, 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 REBBA 2002, including sections 44 and 48 of REBBA 2002 and sections 11 and 27 of the Regulation (General) under REBBA 2002.

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.

If you have any questions concerning the collection or disclosure or use of any information, please contact RECO.

SECTION G (Corporations Only)

Please complete Equity Share structure. Refer to Page 6 for Completions Instructions.

Name of Person(s) who Beneficially Owns or Controls 10% or More of Equity Shares	Name of Shareholder(s) of Record, if different	Percentage of Votes Beneficially Owned or Controlled by each person
Total		



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SECTION K

The following questions must be answered on behalf of the Corporation or Partnership. Please review the Completion Instructions before answering YES or NO to the following questions. If you answer yes to any question and have not previously disclosed in writing, you must do so now. Refer to Page 6 for Completion Instructions.

Last Name		Full First Name		Middle Name
Position held in company	Birth Date		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Registration No.
	YEAR	MONTH		
Residence Address (if R.R., give Lot, Concession No. and Township) (Street Number & Name)				
City Phone No. ()	Province Fax No. ()	Postal Code E-Mail Address:		

- Is the Corporation or Partnership a Partner, Officer, Director or shareholder in any other registered real estate business? Yes No
- Has the Corporation or Partnership now or has the Corporation or Partnership ever been involved in bankruptcy or insolvency proceedings and/or been a major shareholder of a Corporation or Partnership which has been bankrupt or insolvent? Yes No
- Are there any unpaid judgments and/or unpaid debts outstanding against the Corporation or Partnership? (Refer to Completion Instructions) Yes No
- Has the Corporation or Partnership had a registration and/or licence or professional status of any kind refused, suspended, revoked, or cancelled and/or has the Corporation or Partnership been involved in any proceeding during which the Corporation or Partnership resigned a registration or licence or professional status of any kind, or are there any proceedings pending? Yes No
- Are there currently any charges pending, or has the Corporation or Partnership been found guilty, pleaded guilty to, or been convicted of an offence under any law? (Refer to page 7 for Completion Instructions) Yes No

WARNING IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION ON THIS APPLICATION.

Name (Please Print)

Signature

Title (Please Print)

Date



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N/A Please check, the N/A box if this section does not apply **SECTION L (Interested Persons)**

Please list any Interested Person(s) as identified in Section 10(4)(a), (b) & (c) of the *REBBA 2002*. Refer to Page 7 for Completions Instructions.

Name of Interested Person	Date of Birth Y / M / D	Residence Address

N/A Please check, the N/A box if this section does not apply **SECTION M (Associated Persons)**

Please identify, if applicable, any Associated Person(s) as defined in Section 1(2) of the *REBBA 2002*. Refer to Page 7 for Completions Instructions.

Name of Associated Persons	Date of Birth Y / M / D	Residence Address

SECTION N

This form must be signed by the sole proprietor, partner, director, officer, or 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, true, correct and complete, and hereby requests the registration be granted.

WARNING – IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION ON THIS APPLICATION

Name	Signature	Title	Date
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Application for New/Reinstatement: Brokerage/Branch

COMPLETION INSTRUCTIONS – SECTIONS D

- Question 1(b) If you answered yes, you must submit a copy of your Landed Immigrant Status papers.
- Question 2 If you answered yes, the information required includes:
1. The full name of the business as well as the position held and the nature or description of the business, occupation or profession.
 2. If the other employment involves activity that falls under the definition of “trade” found in the Act, you must provide a copy of the complete job description supplied by the employer.
- Question 3 If you answered yes, you must submit full particulars on a signed and dated statement.
- Question 4 If you answered yes, you must submit the assignment, list of creditors and discharge papers.
- Question 5 If you answered yes, you must submit a copy of each judgment and other such documents pertaining to outstanding debts against you (example; garnishments, requirements to pay, writs of execution etc.). State the amount outstanding and repayment arrangements on a separate sheet. You must also submit full particulars regarding the circumstances that lead to the matter(s) on a signed and dated statement.
- Question 6 If you answered yes, you must submit full particulars on a signed and dated statement.
- Question 7 All applicants must submit a current, original Canadian Criminal Record Check (must be dated within 6 months of submission of application) and if the response was “Yes” they must also submit full particulars on a signed and dated statement. This does not include municipal parking violations or minor Highway Traffic Act offences unless your drivers license was suspended. **This includes a charge where a conditional discharge or an absolute discharge has been granted.**

COMPLETION INSTRUCTIONS – SECTION E (For Reinstatement Only)

1. If the answer is yes, please provide:
 - a. The reconciliation of the previous Real Estate Trust Account along with a statement from the Bank or Financial Institution attesting to the balance at time of closing the previous account.
 - b. The name and address of the new Bank or Financial Institution, the Real Estate Trust Account number and opening balance of the new Real Estate Trust Account with a copy of the **Real Estate Trust Account** signature card on file with the same Bank or Financial Institution.
2. If the answer is yes, please submit a copy of the Corporate Minutes, the Resolution and Transfer of Shares and a copy of the Official Notification filed under the Corporations Information Act with the Ministry of Government Services.

COMPLETION INSTRUCTIONS – SECTION G

For the purposes of this section you must identify the name of each person who beneficially owns or controls 10% or more of the equity shares issued and outstanding, or any persons that are associated with each other, that together, beneficially own or control 10% or more of the equity shares issued and outstanding.

Where the shareholder is a corporation, please attach a list of the Officers/Directors of the corporation.

“The percentage of votes beneficially owned or controlled” means the percentage of total votes attached to all equity shares issued and outstanding of the corporation held by each person.

COMPLETION INSTRUCTIONS – SECTION H

Where the partners are not individuals, but corporations, copies of the Articles of Incorporation for each corporation that is a partner are required (please attach to application form). Indicate the percentage of ownership interest beneficially owned or controlled by each person.



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Application for New/Reinstatement: Brokerage/Branch

COMPLETION INSTRUCTIONS – SECTIONS J & K

- Question 1 If the applicant answered yes, please submit full particulars on a signed and dated statement.
- Question 2 If the applicant answered yes, please submit a complete copy of the assignment, list of creditors and discharge papers.
- Question 3 If you answered yes, you must submit a copy of each judgment and other such documents pertaining to outstanding debts against you (example; garnishments, requirements to pay, writs of execution etc.). State the amount outstanding and repayment arrangements on a separate sheet. You must also submit full particulars regarding the circumstances that lead to the matter(s) on a signed and dated statement.
- Question 4 If the applicant answered yes, please submit full particulars on a signed and dated statement.
- Question 5 All applicants must submit a current, original Canadian Criminal Record Check (must be dated within 6 months of submission of application) and if the response was "Yes" they must also submit full particulars on a signed and dated statement. This does not include municipal parking violations or minor Highway Traffic Act offences unless your driver's license was suspended. **This includes a charge where a conditional discharge or an absolute discharge has been granted.**

COMPLETION INSTRUCTIONS – SECTION L (Interested Persons)

A person is deemed to be an interested person in respect of another person where the person may have a beneficial interest in the other person's business, exercises direct or indirect control over the other person, or has provided financing directly or indirectly to the other person's business. Section 10(4) of the *REBBA 2002* defines interested person as follows:

- 10.(4) For the purposes of this section, a person shall be deemed to be an interested person in respect of another person if the person is associated with the other person or if, in the opinion of the registrar,
- the person has or may have a beneficial interest in the other person's business;
 - the person exercises or may exercise control either directly or indirectly over the other person; or
 - the person has provided or may have provided financing either directly or indirectly to the other person's business.

Please note that a recognized financial institution that has **directly** supplied financing to a brokerage business should not be disclosed as an interested person but any other person who has directly or indirectly supplied financing must be disclosed.

COMPLETION INSTRUCTIONS – SECTION M (Associated Persons)

Please identify in writing the association between the parties listed in Section K. The *REBBA 2002* defines associated persons where one person is associated with another person in any of the following circumstances:

- 1.(2) For purposes of this Act, one person is associated with another person in any of the following circumstances:
- One person is a corporation of which the other person is an officer or director.
 - One person is a partnership of which the other person is a partner.
 - Both persons are partners of the same partnership.
 - One person is a corporation that is controlled directly or indirectly by the other person.
 - Both persons are corporations and one corporation is controlled directly or indirectly by the same person who controls directly or indirectly the other corporation.
 - Both persons are members of the same voting trust relating to shares of a corporation.
 - Both persons are associated within the meaning of paragraphs 1 to 6 with the same person.

ERRORS & OMISSIONS (Sole Proprietors Only)

Failure to pay the Errors and Omissions Insurance that will be invoiced to you will be a breach of *REBBA 2002* and will result in the loss of registration under *REBBA 2002* and your right to trade in real estate.

REGISTRATION FEES

Payment can be made by Cheque, Bank Draft, Money Order, Visa or Mastercard, made payable to the "Real Estate Council of Ontario". (DO NOT SEND CASH BY MAIL).

FEES: Brokerage/Branch \$350.00

There will be an additional service charge of \$35.00 for any returned cheques or refused credit cards.

**IF FURTHER ASSISTANCE IS REQUIRED,
PLEASE CONTACT RECO AT 416-207-4800 OR TOLL FREE AT 1-800-245-6910**

PLEASE MAIL OR FAX 416-207-4820 THE COMPLETED APPLICATION TO RECO



CORPORATE RESOLUTION

RESOLUTION OF THE BOARD OF DIRECTORS OF

_____ (the "Corporation")
(fill in name of corporation as registered with RECO)

BE IT RESOLVED THAT:

In accordance with the requirements of section 12 of the *Real Estate and Business Brokers Act, 2002* (the "Act"),

Whereas the Corporation's registration number with RECO is _____:

1. _____ is hereby designated as the Broker of Record for the
(fill in name of Broker of Record to be registered with RECO)
Corporation and is employed as the Broker of Record by the Corporation effective _____^{DATE};
2. the Corporation shall immediately notify the Registrar (the "Registrar") under the Act of the identity of this Broker of Record and thereafter shall notify the Registrar if the Broker of Record changes, within five days of the change; and
3. As of _____^{DATE} the Corporation delegates to the Broker of Record named in this Resolution the full power and authority to ensure that the Corporation complies with the Act and its regulations.

Enacted this _____ day of _____, 20____.

Witness the seal of the Corporation

Name:

Title:

Authorized Signing Official

Name:

Title:

Authorized Signing Official



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PARTNERSHIP RESOLUTION

RESOLUTION OF THE PARTNERS OF

_____ (the "Partnership")
(fill in name of corporation as registered with RECO)

BE IT RESOLVED THAT:

In accordance with the requirements of section 12 of the *Real Estate and Business Brokers Act, 2002* (the "Act"),

Whereas the Partnership's registration number with RECO is _____:

1. _____ is hereby designated as the Broker of Record for the
(fill in name of Broker of Record to be registered with RECO)
Partnership and is employed as the Broker of Record by the Partnership effective _____ DATE _____ ;
2. the Corporation shall immediately notify the Registrar (the "Registrar") under the Act of the identity of this Broker of Record and thereafter shall notify the Registrar if the Broker of Record changes, within five days of the change; and
3. As of _____ DATE _____ the Partnership delegates to the Broker of Record named in this Resolution the full power and authority to ensure that the Partnership complies with the Act and its regulations.

Enacted this _____ day of _____, 20____.

Name:

Title:

Authorized Signing Official

Name:

Title:

Authorized Signing Official



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Form: CCP



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Credit Card Payment

PAYMENT INFORMATION		
Name(s) of Applicant(s)	Registration No.	Fee
Please debit this amount from my credit card TOTAL CAD \$		

CREDIT CARD INFORMATION	
Check appropriate box:	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard
Cardholder's Name:	_____
Card No:	<div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center;"> </div> - <div style="border: 1px solid black; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center;"> </div> - <div style="border: 1px solid black; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 25px; height: 25px; display: flex; align-items: center; justify-content: center;"> </div> </div>
Expiry Date:	<div style="display: flex; align-items: center; gap: 10px;"> <div style="border-bottom: 1px solid black; width: 40px; text-align: center;"> </div> / <div style="border-bottom: 1px solid black; width: 40px; text-align: center;"> </div> </div> <div style="display: flex; justify-content: space-around; width: 100%; font-size: small;"> Month Year </div>
Signature:	_____
Date:	_____