



Real Estate Council of Ontario
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 Fax: 416-207-4820
 E-mail: registration@reco.on.ca
 Website: www.reco.on.ca



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

For Office Use Only - Date Received

Important: PRINT or TYPE all information in BLACK INK

Form: ARBBSP/09April2010

Application for Renewal: Business/Branch/Sole Proprietor

Application on behalf of				
Trade Style Name			Registration No.	
Name of Broker of Record			Registration No.	
Business Address		Suite or Unit No.	Business Telephone No. ()	
City	Province	Postal Code	E-Mail Address	Fax No. ()

SECTION A

Complete this section only if there are changes to your Business Address or your Address For Service.

Business Address Change	BUSINESS ADDRESS (if R.R., Give Lot, Concession No. and Township)			
	Street			Suite No.
	City		Province	Postal Code
	Telephone ()	Fax ()	E-Mail Address	
Address For Service Change	ADDRESS FOR SERVICE IN ONTARIO (if different than Business Address)			
	Street			Suite No.
	City		Province	Postal Code
	Telephone ()	Fax ()	*E-Mail Address	

SECTION B Notice & Consent

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:

- 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
- 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,
- 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.

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



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Application for Renewal: Business/Branch/Sole Proprietor

SECTION C (This section to be completed by Sole Proprietors only)

The following questions must be answered by a sole proprietor. Please review the Completion Instructions on Page 5, 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. If you have previously disclosed this information please indicate "already on file" beneath the corresponding question. (Refer to Completion Instructions).

1. (a) Are you a resident of Canada who is a Canadian Citizen? Yes No
 (b) Are you a resident of Canada who is a Landed Immigrant? (if yes, refer to Page 5 of Completion Instructions.) Yes No
2. Are or will you be engaged or employed in any other business, occupation or profession? Yes No
3. Are you a Partner, Officer, Director or shareholder in any other registered real estate business? Yes No
4. Are you now or have you ever been involved in personal bankruptcy and/or been an officer, director or majority shareholder of a corporation which has been bankrupt or insolvent, or is presently a party to bankruptcy or insolvency proceedings? Yes No
5. Are there any unpaid judgments and/or unpaid debts outstanding against you? (Refer to Completion Instructions) Yes No
6. 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
7. 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 5 for Completion Instructions) Yes No

SECTION D

FOR BRANCH OFFICES ONLY

Branch Manager (Last Name First)	Branch Manager Registration No.	Branch Registration No.
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SECTION E

Name of the Financial Institution			
Address (Street & Number)	City	Postal Code	Real Estate Trust Acct No.
<p>If there has been a change in Real Estate Trust Account, you must provide the reconciliation of the previous Real Estate Trust Account along with a statement from the Financial Institution attesting to the balance at time of closing the previous account. You must also include a statement from the Financial Institution attesting to the opening balance of the new Real Estate Trust Account with a letter from the Financial Institution attesting to the signatory on the new Real Estate Trust Account.</p>			

SECTION F (Corporations Only)

Please complete Equity Share structure. Refer to Completion 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		

SECTION G (Sole Proprietor Only)

CONTINUING EDUCATION

Registrants must complete 24 credits consisting of the 6-credit RECO Real Estate Update Course (Residential or Commercial) and 18 self-selected credits in order to renew registration.

Failure to fulfill the continuing education requirements is a breach of Regulation 579/05.



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Application for Renewal: Business/Branch/Sole Proprietor

SECTION H

To be completed by each Officer, Director of the Corporation and each partner of a Partnership.

The following questions must be answered by each officer, director of a corporation or by each partner of a partnership. Please review the Completion Instructions on Page 5, 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. If you have previously disclosed this information please indicate "already on file" beneath the corresponding question. (Refer to Completion Instructions).

- 1. Are you a Partner, Officer, Director or shareholder in any other registered real estate business? Yes No
- 2. Are you now or have you ever been involved in personal bankruptcy and/or been an officer, director or majority shareholder of a corporation which has been bankrupt or insolvent, or is presently a party to bankruptcy or insolvency proceedings? Yes No
- 3. Are there any unpaid judgments and/or unpaid debts against the Corporation or Partnership? (Refer to Completion Instructions) Yes No
- 4. 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
- 5. 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 5 for Completion Instructions) Yes No

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Name	Title				
Signature	Date of Birth Y / M / D	Date			
	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				

SECTION I

The following questions must be answered by an authorized signing official of the corporation or Partnership only. 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 Completion Instructions.

- 1. Is the Corporation or Partnership a Partner, Officer, Director or shareholder in any other registered real estate business? Yes No
- 2. 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 a Partner in a Partnership which has been bankrupt or insolvent? Yes No
- 3. Are there any unpaid judgments and/or unpaid debts against the Corporation or Partnership? Yes No
- 4. 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
- 5. 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 5 for Completion Instructions) Yes No

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Name	Signature	Title	Date
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Application for Renewal: Business/Branch/Sole Proprietor

SECTION J (Interested Persons)

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

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

SECTION K (Associated Persons)

Please identify, if applicable, any Associated Person(s) as defined in Section 1 of the REBBA 2002. Refer to Completion Instructions.

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

SECTION L

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.

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Name	Signature	Title	Date
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Application for Renewal: Business/Branch/Sole Proprietor

COMPLETION INSTRUCTIONS – NOTE

NOTE:

Pursuant to section 29(1) of the *Interpretation Act*, R.S.O. 1990 c. I-11, “person” includes a corporation and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to law.

“Applicant” includes Sole Proprietor, Brokerage and Partnership.

Real Estate and Business Brokers Act, 2002, S.O. 2002, c.30, Schedule C is referred to as “REBBA 2002”

COMPLETION INSTRUCTIONS – SECTION C

- Question 1(b) If you answered yes, please submit a copy of your Landed Immigration Status papers.
- Question 2 If you answered yes, the information required includes:
1. The full name of the business as well as your 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, and you have not previously disclosed the information in writing, please 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, and you have not previously disclosed the information in writing, please submit full particulars on a signed and dated statement.
- Question 7 If the applicant answered yes, please submit a current (must be dated within 6 months of the submission of the application), original Canadian Criminal Record Check and 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 F

For the purposes of this section you must identify the name of each person who beneficially owns or controls 10% of 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 & I

- Question 1 If you answered yes, you must submit full particulars on a signed and dated statement.
- Question 2 If you answered yes, and you have not previously disclosed the information in writing, please submit 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 you answered yes, and you have not previously disclosed the information in writing, please submit full particulars on a signed and dated statement.
- Question 5 If the applicant answered yes, please submit a current (must be dated within 6 months of the submission of the application), original Canadian Criminal Record Check and 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.



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Application for Renewal: Business/Branch/Sole Proprietor

COMPLETION INSTRUCTIONS – SECTION J (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,
- (a) the person has or may have a beneficial interest in the other person's business;
 - (b) the person exercises or may exercise control either directly or indirectly over the other person; or
 - (c) the person has provided or may have provided financing either directly or indirectly to the other persons 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 K (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:
- 1. One person is a corporation of which the other person is an officer or director.
 - 2. One person is a partnership of which the other person is a partner.
 - 3. Both persons are partners of the same partnership.
 - 4. One person is a corporation that is controlled directly or indirectly by the other person.
 - 5. Both persons are corporations and one corporation is controlled directly or indirectly by the same person who controls directly or indirectly the other corporation.
 - 6. Both persons are members of the same voting trust relating to shares of a corporation.
 - 7. Both persons are associated within the meaning of paragraphs 1 to 6 with the same person.

RENEWAL REQUIREMENTS

REGISTRATION IS YOUR RESPONSIBILITY AND TRADING IN REAL ESTATE WITHOUT REGISTRATION IS ILLEGAL

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)

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

BUSINESS/BRANCH (Only)

Your registration will expire on the date shown on the application. The enclosed renewal form must be completed and returned by the renewal date. REBBA 2002, does not allow or provide for extensions or "grace" periods for renewals.

Registration Fee: Business/Branch \$350.00

SOLE PROPRIETOR (Only)

The Application for Renewal must be completed and submitted to RECO along with your Declaration of Continuing Education and the appropriate renewal fee prior to your renewal date. The Real Estate and Business Brokers Act, 2002 (the "Act") does not allow or provide for extensions or "grace" periods for renewals.

Registration Fee: \$350.00

IF FURTHER ASSISTANCE IS REQUIRED,

PLEASE CONTACT RECO AT 416-207-4800 OR TOLL FREE AT 1-800-245-6910
PLEASE MAIL OR FAX THE COMPLETED APPLICATION TO RECO



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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:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry Date:	_____ / _____ Month Year
Signature:	_____
Date:	_____