



Important: PRINT or TYPE all information in BLACK INK

APPLICATION FOR RENEWAL: SALESPERSON / BROKER

WARNING - IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION

SECTION A - SIGNATURE OF APPLICANT AND AUTHORIZED SIGNATORY

APPLICANT'S SIGNATURE

I hereby confirm that I have personally completed this application and certify that the information I have provided is to the best of my knowledge and belief, true and complete.

Signature of Applicant Date

CERTIFICATE OF EMPLOYER

I hereby certify that I have personally reviewed this application (after being completed and signed by the applicant) with the applicant and declare that the information given by the applicant is to the best of my knowledge and belief, true and complete, and request that registration be granted.

Registered Name of Employer Brokerage Registration Number
Name of Authorized Signing Official (Please Print) Signature Title Date

SECTION B - REGISTRANT NAME AND MAILING ADDRESS INFORMATION

RECO REGISTRATION NUMBER Expiry Date YYYY/MM/DD
Legal Surname Legal First Name Legal Middle Name(s)
Trade Name (Refer to Page 4 for Completion Instructions) Date of Birth YYYY/MM/DD
Residential Address - (Street Number & Name) (If R.R.: Give Lot, Concession Number & Township) Apt or Suite Number
City Province Postal Code
Telephone Number Cell Phone Number E-mail Address

SECTION C - REGISTRANT 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.)

Street Number & Name (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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**SECTION D – 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.

During the nomination and election process for RECO Industry Directors, industry members who are candidates may want to communicate with voters by e-mail.

RECO members may also want to communicate for the purpose of requesting a meeting of RECO members or relating to RECO corporate affairs.

Please check the box if you consent to RECO providing your e-mail address to a RECO member who requests it, strictly for these purposes only:

Yes

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**

**Applicant Name** \_\_\_\_\_ **Signature** \_\_\_\_\_  
(Please Print)

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**SECTION E – REGISTRANT DISCLOSURE QUESTIONS**

Please review the **Completion Instructions on Page 4**, before answering YES or NO to the following questions. If you answer yes to any question and have not previously disclosed this information 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 Page 4 for Completion Instructions).**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| <p>1. Are you, or will you be, registered/licensed, engaged or employed in any other business, occupation or profession?<br/><b>(If yes, refer to Page 4 for Completion Instructions.)</b></p>  | Yes                          | No                          |
| <p>2. Are you a Partner, Officer, Director or shareholder in any other business?<br/><b>(If yes, refer to Page 4 for Completion Instructions.)</b></p>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>3. Are you now or have you ever been involved in personal bankruptcy or insolvency proceedings, filed a consumer proposal, and/or been an officer, director or majority shareholder of a corporation or partner of a partnership which has been declared bankrupt or insolvent, or is presently a party to bankruptcy or insolvency proceedings?<br/><b>(If yes, refer to Page 4 for Completion Instructions.)</b></p>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>4. Are there any unpaid judgments and/or unpaid debts outstanding against you, including, but not limited to, CRA Requirements to Pay and garnishments, or are you an officer, director, majority shareholder of a corporation or partner of a partnership to which the preceding statement applies?<br/><b>(If yes, refer to Page 4 for Completion Instructions.)</b></p>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>5. Have you ever 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, or are you an officer, director, majority shareholder of a corporation or partner of a partnership to which the preceding statement applies?<br/><b>(If yes, refer to Page 4 for Completion Instructions.)</b></p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>6. Are there currently any charges pending, or have you ever been found guilty, pleaded guilty to, or been convicted of an offence under any law, or are you an officer, director, majority shareholder of a corporation or partner of a partnership to which the preceding statement applies ?<br/><b>(If yes, refer to Page 4 for Completion Instructions.)</b></p>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**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).

**EDUCATION REQUIREMENTS FOR FIRST TIME SALESPERSONS**

Registrants in their first two-year registration cycle under TRESA must successfully complete additional educational courses designated by the Registrar before making an application for renewal of registration.

Failure to fulfill these educational requirements within two-years of your initial registration date is a breach of O. Reg. 579/05, s.2(1). and will result in the loss of registration under the *Trust in Real Estate Services Act, 2002*, as well as the loss of the right to trade in real estate.

**MANDATORY CONTINUING EDUCATION REQUIREMENT**

Registrants with a mandatory continuing education requirement must complete the following prior to submitting an application to renew a registration.

- RECO’s online Mandatory Continuing Education Program accessed via **MyWeb**.

For more information regarding the Mandatory Continuing Education requirements to renew registration, please visit **MyWeb** or contact [education@reco.on.ca](mailto:education@reco.on.ca).

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

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**RENEWAL REQUIREMENT**

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

The attached renewal form must be completed and returned on or before the registration expiry date. The *Trust in Real Estate Services Act, 2002* (the "Act") does not allow or provide for extensions or "grace" periods for renewals. For the purpose of renewal, you are required to fully complete this application form and submit the Registration Fees.

**COMPLETION INSTRUCTIONS – TRADE NAME**

Individuals may elect to trade in real estate using just one or more of their legal given names in the correct order, a recognized short form of one of their legal given names, an anglicised version of their legal given name (an affidavit is required in support of this option) followed by their legal surname. Please note that surnames **cannot** be changed with an affidavit.

**COMPLETION INSTRUCTIONS – SECTION E – REGISTRANT DISCLOSURE QUESTIONS**

- Question 1 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 2 If you answered yes, the information required includes:
1. The legal name of the business and operating name if applicable.
  2. The nature of the business, your position in the company, and any ownership interest.
- Question 3 If you answered yes, you must submit full particulars of the circumstances that led to the matter on a signed and dated statement, along with a copy of the following documents:
- | <b>Bankruptcy Documents</b>                       | <b>Consumer Proposal Documents</b>   |
|---|--------------------------------------|
| Form 69: Assignment of Bankruptcy                 | The Consumer Proposal                |
| Form 65: Monthly Income & Expense Statement       | The Statement of Affairs             |
| Form 79: Statement of Assets, Liabilities         | The Terms of Payments and Conditions |
| Form 84: Certificate of Discharge (if applicable) | The Statement of Income and Expenses |
|   | The Assessment Certificate           |
- Question 4 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 led to the matter(s) on a signed and dated statement.
- Question 5 If you answered yes, you must submit full particulars on a signed and dated statement. A driver's abstract may be required in the case of a suspension.
- Question 6 **If the response was "Yes" registrants must submit a current, original Canadian Criminal Record and Judicial Matters Check (must be dated within 6 months of submission of application) 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.**

**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 TO RECO.**

## DECLARATION OF CONTINUING EDUCATION

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

### DECLARATION

I declare that I have taken and completed the courses listed below and, upon request, I will furnish RECO with evidence of having successfully completed any or all of the courses listed in this Declaration. **I also declare that I have not previously reported these courses on any Declaration in a previous registration cycle.** This Declaration forms part of the Application for Renewal / Application for Reinstatement and is subject to all notices, consents, penalties, and other provisions contained therein or applicable to such Application by means of statutory or other legal requirements.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**RECO REGISTRATION NUMBER**   

### IMPORTANT INFORMATION

- This Declaration form must be submitted along with an application to renew or reinstate registration. Applications received WITHOUT a properly completed and signed declaration form will not be processed.
- Failure to fulfill the mandatory continuing education requirements is a breach of Ontario Regulation 579/05 and your application cannot be processed, resulting in loss of registration under the *Trust in Real Estate Services Act, 2002*, as well as the loss of your right to trade in real estate.

### INSTRUCTIONS

1. The applicant must complete the Residential Update Course or the Commercial Update Course plus two electives in the RECO MCE program.
2. The applicant must complete the following declarations in order to be eligible for registration.

Legal Surname

Legal First Name

Legal Middle Name(s)

### SECTION A – RESIDENTIAL UPDATE COURSE OR COMMERCIAL UPDATE COURSE COMPLETION

**COMPLETION DATE**    YYYY / MM / DD   

### SECTION B – ELECTIVE COURSES DELIVERED BY RECO

I have completed a minimum of two elective courses through the RECO MCE Program

**Yes**

**No**



## **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).**