



Important: PRINT or TYPE all information in **BLACK INK**

APPLICATION FOR NEW: SOLE PROPRIETOR

New Sole Proprietors require an original Canadian 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 SOLE PROPRIETOR	
This form must be signed by the Sole Proprietor	
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.	
Name (Please Print)	Title
Signature	Date

SECTION B – SOLE PROPRIETOR NAME AND ADDRESS			
Type of Application: <input checked="" type="checkbox"/> New Registration	Business Category: <input checked="" type="checkbox"/> Sole Proprietor		
Legal Business Name		Registration Number	
Business Address			Suite or Unit Number
City	Province	Postal Code	
Business Telephone Number	Business Fax Number	E-mail Address	

SECTION C – SOLE PROPRIETOR ADDRESS FOR SERVICE			
ADDRESS FOR SERVICE IN ONTARIO (Must be a street address <u>not just</u> a Post Office Box. This address will also be used for mailing purposes.)			
Number & Street (An Address for Service is a legislative requirement whereby a registered individual can be served documents in person)			Suite or Unit Number
City	Province	Postal Code	
Telephone Number	Fax Number		



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 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 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 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.

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.

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)

SUPPORTING DOCUMENTATION REQUIRED FOR SOLE PROPRIETOR REGISTRATION

- Signature Card / Form for the Real Estate Trust Account (copy of card/form on file with Financial Institution)
- Signed and dated Letter of resignation / termination
- Canada-wide Criminal Record and Judicial Matters Check (completed within the 6 months prior to submission of the application)
- Copy of the Master Business License reflecting the registration of the Sole Proprietorship

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”



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SECTION E – REAL ESTATE TRUST ACCOUNT INFORMATION

Provide the trust account number, name and address of the Bank or Financial Institution where a Real Estate Trust Account will be maintained and in which will be deposited all monies received by the applicant in trust for others, in connection with the business. Also provide a copy of the Real Estate Trust Account signature card on file with the same Bank or Financial Institution.

Name of Bank or Financial Institution	Real Estate Trust Account Number	
Street (Number and Name)	City	Postal Code

SECTION F – SOLE PROPRIETOR 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 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).**

- Are you, or will you be, registered/licensed, engaged or employed in any other business, occupation or profession? **(If yes, refer to Page 4 for Completion Instructions)** Yes No
- Are you a Partner, Officer, Director or shareholder in any other business? **(If yes, refer to Page 4 for Completion Instructions.)** Yes No
- 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? **(If yes, refer to Page 4 for Completion Instructions.)** Yes No
- Are there any unpaid judgments and/or unpaid debts outstanding against you, including but not limited to, CRA Requirement 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? **(If yes, refer to Page 4 for Completion Instructions)** Yes No
- 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? **(If yes, refer to Page 4 for Completion Instructions.)** Yes No
- 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? **(If yes, refer to Page 4 for Completion Instructions)** Yes No

NOTICE TO REGISTRAR RE: CERTAIN CHANGES REBBA 2002 34. (1)

If there is a change to any of the information that was included in the applicant's/registrant's application the registrant shall notify the registrar, in writing, **within five days** after the change takes place and shall set out the nature of the change. O. Reg. 567/05, s. 34 (1).



COMPLETION INSTRUCTIONS – SECTION F – SOLE PROPRIETOR 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:
- | | |
|---|--------------------------------------|
| Bankruptcy Documents | Consumer Proposal Documents |
| 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 lead 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 **All new applicants, as well as anyone that answers ‘yes’ must submit a current, original Canadian Criminal Record and Judicial Matters Check (must be dated within 6 months of submission of application).** If “yes” is indicated individuals must also submit the full particulars on a signed and dated statement. This does not include municipal parking violations or minor Highway Traffic Act offenses unless your driver’s license was suspended. **This includes a charge where a conditional discharge or an absolute discharge has been granted.**

ERRORS & OMISSIONS

Failure to pay the Errors & 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”.

Application Fees Apply - [CLICK HERE FOR FEE SCHEDULE](#)

There will be an additional service charge of \$35 for any returned cheques.

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 or FAX 416-207-4820 THE COMPLETED APPLICATION



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CREDIT CARD PAYMENT

PLEASE NOTE THAT INCOMPLETE CREDIT CARD PAYMENT FORMS CANNOT BE PROCESSED

PLEASE ENSURE THAT ALL FIELDS ARE COMPLETED IN FULL TO ENABLE US TO PROCESS YOUR APPLICATION

PAYMENT INFORMATION

Name(s) of applicants (If Business Application-Business Name Required)	Registration number (If New Application leave blank)	Fee

CREDIT CARD INFORMATION

VISA OR MASTERCARD Accepted

Cardholder's name

Card Number

Expiry Date

<input type="text"/>	<input type="text"/>
MM	YYYY

CVV

Signature

Date

E-mail

Please note: the email address provided on this form will replace the one currently on file with the RECO (if applicable) and will be utilized as the primary email address for all future electronic communications. Should you wish to amend the address in the future you may do so by visiting My Web and making the necessary amendments.