



Important: PRINT or TYPE all information in BLACK INK

APPLICATION FOR RENEWAL: BROKERAGE

WARNING - IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION

SECTION A - SIGNATURE OF AUTHORIZED SIGNATORY

This form must be signed by an 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, Date

SECTION B - BUSINESS NAME AND ADDRESS

Form with fields: RECO REGISTRATION NUMBER, EXPIRY DATE YYYY / MM / DD, Legal Business Name, Trade Style Name (if applicable), Broker of Record Name, Registration Number, Business 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 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.

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)

**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”



**SECTION E – CHANGE TO BANKING OR CORPORATION INFORMATION DISCLOSURE**

If the applicant answers yes to any of the following questions, 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 – 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.

Name of the Financial Institution	Real Estate Trust Acct Number	
Address (Street & Number)	City	Postal Code

**SECTION G – CORPORATE SHARE STRUCTURE INFORMATION**

Please complete Equity Share structure. Refer to Completion Instructions on Page 5.

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
<b>Total</b>		

**SECTION H – OFFICER AND DIRECTOR INFORMATION**

List the names, registration number, (if applicable) title, and date of appointment of all officers and directors of the Corporation below

Name of Officer / Director	RECO Registration Number	Title	Date of Appointment YYYY/MM/DD



**SECTION I – OFFICER AND DIRECTOR DISCLOSURE QUESTIONS**

The following questions must be answered by each Officer/Director of a corporation. Please review the **Completion Instructions on Pages 6 & 7** 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 **Instructions on Pages 6 & 7**).

1. Are you a Partner, Officer, Director or shareholder in any other business?  Yes  No  
 (If yes, refer to Page 6 for Completion Instructions)
  
2. 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 shareholder of a corporation, or partner of a partnership which has been bankrupt or insolvent, or is presently a party to bankruptcy or insolvency proceedings?  Yes  No  
 (If yes, refer to Page 6 for Completion Instructions)
  
3. 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 or majority shareholder of a corporation or partner of a partnership to which the preceding statement applies?  Yes  No  
 (If yes, refer to Page 7 for Completion Instructions)
  
4. 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 or majority shareholder of a corporation or partner of a partnership to which the preceding statement applies?  Yes  No  
 (If yes, refer to Page 7 for Completion Instructions)
  
5. 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 or majority shareholder of a corporation or partner of a partnership to which the preceding statement applies? (If yes, refer to Page 7 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 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).

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Name	Title																				
Signature	Date of Birth YYYY / MM / DD	Date																			
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**SECTION J – CORPORATION DISCLOSURE QUESTIONS**

The following questions must be answered by an authorized signing official of the corporation only. **Please review the Completion Instructions on Pages 6 & 7 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 on Pages 6 & 7).**

1. Is the Corporation a Partner or shareholder in any other business?  Yes  No  
 (If yes, refer to Page 6 for Completion Instructions)
  
2. Is the Corporation now or has the Corporation ever been involved in bankruptcy or insolvency proceedings, and/or been a major shareholder of a corporation or partner of a partnership which has been bankrupt or insolvent, or is presently a party to bankruptcy or insolvency proceedings?  Yes  No  
 (If yes, refer to Page 6 for Completion Instructions)
  
3. Are there any unpaid judgments and/or unpaid debts outstanding against the Corporation, including but not limited to, CRA Requirement to Pay and garnishments, or is the Corporation a majority shareholder of a corporation or partner of a partnership to which the preceding statement applies?  Yes  No  
 (If yes, refer to Page 7 for Completion Instructions)
  
4. Has the Corporation ever had a registration and/or licence or professional status of any kind refused, suspended, revoked, or cancelled and/or has the Corporation been involved in any proceeding during which the Corporation resigned a registration or licence or professional status of any kind, or are there any proceedings pending, or is the Corporation a majority shareholder of a corporation or partner of a partnership to which the preceding statement applies?  Yes  No  
 (If yes, refer to Page 7 for Completion Instructions)
  
5. Are there currently any charges pending, or has the Corporation ever been found guilty, pleaded guilty to, or been convicted of an offence under any law, or is the Corporation a majority shareholder of a corporation or partner of partnership to which the preceding statement applies?  Yes  No  
 (If yes, refer to Page 7 for Completion Instructions)

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Name	Signature	Title	Date



**SECTION K – INTERESTED PERSONS**

Please identify, if applicable, any Interested Person(s) as identified in Section 10(4)(a), (b) & (c) of the *REBBA 2002*. Refer to Completion Instructions on Page 7.

Name of Interested Person	Date of Birth YYYY / MM / DD	Residential Address

**SECTION L – ASSOCIATED PERSONS**

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

Name of Associated Person	Date of Birth YYYY / MM / DD	Residential Address

**COMPLETION INSTRUCTIONS – SECTION E – CHANGE OF BANKING OR CORPORATION INFORMATION**

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 the 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 – CORPORATE SHARE STRUCTURE INFORMATION**

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 submit a list of the Officers/Directors of the corporation, a new shareholder application and Articles of Incorporation.

“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 I & J – OFFICER/DIRECTOR/CORPORATION DISCLOSURE QUESTIONS**

Question 1 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.

**For Personal Real Estate Corporations (PREC)s, please provide the legal name of the PREC and the address for service.**

Question 2 If you answered yes, and you have not previously disclosed the information in writing, 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**

- Form 69: Assignment of Bankruptcy
- Form 65: Monthly Income & Expense Statement
- Form 79: Statement of Assets, Liabilities
- Form 84: Certificate of Discharge (if applicable)

**Consumer Proposal Documents**

- The Consumer Proposal
- The Statement of Affairs
- The Terms of Payments and Conditions
- The Statement of Income and Expenses
- The Assessment Certificate

Instructions continued on Page 7



**COMPLETION INSTRUCTIONS – SECTION I & J – OFFICER/DIRECTOR/CORPORATION DISCLOSURE QUESTIONS CONTINUED**

- 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. A driver’s license abstract may be necessary if suspended.
- 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 and Judicial Matters 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 K – INTERESTED PERSONS**

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 L – 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**

The 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.

**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](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).**