



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

NOTICE OF BROKERAGE/SOLE PROPRIETOR CHANGE

All new brokers of record, officers, directors and shareholders must submit a current original Canadian Criminal Record Check with this form.

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

SECTION A – SIGNATURE OF SIGNING AUTHORITY

This form must be signed by the sole proprietor, 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, 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 |
|------|-----------|-------|------|
| | | | |

IMPORTANT INFORMATION

This form must also be completed by any new officer, director whose activities in the corporation or partnership will not require him/her to be registered.

CHECK APPLICABLE BOX(ES) AND COMPLETE THE SECTIONS INDICATED:

PAGES 1 & 2

- Name Change (A, B, C, L)
- Change to Real Estate Trust Account (A, B, D, L)

PAGES 1 - 6

- Change of Broker of Record (A, B, E, H, I, L)
- Shareholders, Share Distribution, or Ownership Interest (Partnerships) Changes (A, B, F, L)
- Change of Corporate Officers and/or Directors/Partners (A, B, G, H, I, L) - J & K If applicable

The undersigned is registered as a Brokerage under the Real Estate and Business Brokers Act, 2002 (Check One)

Sole Proprietorship
 Corporation
 Partnership

SECTION B – EXISTING BUSINESS NAME AND ADDRESS INFORMATION

| | | | | |
|---|--|---------------------|--|----------------------|
| Registered Business Name | | Registration Number | | |
| Trade Style Name | | | | |
| Business Address (Street Number and Name) | | | | Suite or Unit Number |
| City | | Province | | Postal Code |
| Business Telephone Number | | Business Fax Number | | E-mail Address |



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Notice of BROKERAGE / SOLE PROPRIETOR CHANGE**



HEREBY NOTIFY THE REGISTRAR OF THE FOLLOWING CHANGES:

| SECTION C – NAME CHANGE REQUEST | |
|--|-------------------------------|
| New Registered Business Name (Note: If Corporate name has changed, attach Articles of Amendment to this form) | Effective Date YYYY/MM/DD |
| New Trade Style Name (Attach a copy of the Company’s Master Business License) | Effective Date YYYY/MM/DD |

| SECTION D – CHANGE OF REAL ESTATE TRUST ACCOUNT INFORMATION | | |
|--|-------------------------------|-------------|
| <p style="text-align: center;">Provide the NEW trust account number (if applicable) 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.</p> | | |
| Name of the Financial Institution | Real Estate Trust Acct Number | |
| Address (Street & Number) | City | Postal Code |
| Has there been a change to the Real Estate Trust Account? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
| 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. | | |

| SECTION E – REQUEST FOR CHANGE OF BROKER OF RECORD | | | |
|---|------------------|----------------------|-------------------------|
| 1. Please provide a Corporate Resolution appointing a new Broker of Record. A sample Corporate Resolution is attached to this application. | | | |
| 2. Include updated Real Estate Trust Account Signature Card from financial institution. | | | |
| 3. Please submit a current, original Canadian Criminal Record Check. | | | |
| Legal Surname | Legal First Name | Legal Middle Name(s) | Registration Number |

| SECTION F – CHANGE IN SHAREHOLDERS (CORPORATIONS ONLY) | | |
|---|--|---|
| Please identify any changes in the 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 |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | |



SECTION G – APPOINTMENT OF NEW OFFICERS AND DIRECTORS (CORPORATIONS ONLY)

Pursuant to Subsection 4 of Section 4 of the Real Estate and Business Brokers Act, 2002, hereby request the consent of the Registrar to the appointment of the Officers listed below.

| Name of Officer / Director | RECO Registration Number | Title | Date of Appointment |
|----------------------------|--------------------------|-------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |

SECTION H – CHANGE OF OFFICER / DIRECTOR / BROKER OF RECORD

Please enter the details for the terminating officer/director/broker of record in Part 1 and the details for the new officer/director/broker of record in Part 2. Use multiple copies of this page if multiple terminations / appointments.

PART 1

| | | | |
|------------------------------------|------------------|--|--|
| Type of Notice: TERMINATING | | EFFECTIVE DATE OF CHANGE YYYY / MM / DD | |
| Registration Number | | Will individual remain registered with the company? YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| Legal Surname | Legal First Name | Legal Middle Name(s) | |

PART 2

| | | | |
|---|------------------|--|----------------------|
| Type of Notice: NEW | | EFFECTIVE DATE OF CHANGE YYYY / MM / DD | |
| Registration No. | Date of Birth | Sex: <input type="checkbox"/> M <input type="checkbox"/> F | |
| Legal Surname | Legal First Name | Legal Middle Name(s) | |
| Residential Address - (If R.R.: Give Lot, Concession No. & Township) (Street Number & Name) | | | Apt. or Suite Number |
| City | Province | Postal Code | |
| Telephone Number | Fax Number | E-mail Address | |

Please provide a copy of the Corporate Minutes, the Resolution and a copy of the Official Notification (Form 1 Initial Return / Notice of Change) filed under the Corporations Information Act or Partnership Act with the Ministry of Business Services.



SECTION I – OFFICER AND DIRECTOR DISCLOSURE QUESTIONS

The following questions must be answered by each officer, director of the corporation, or the new broker of record. 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 on Page 6.**

1. Are you a Partner, Officer, Director or shareholder in any other business? (If yes, refer to Page 6 for Completion Instructions) Yes No
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? (If yes, refer to Page 6 for Completion Instructions) Yes No
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? (If yes, refer to Page 6 for Completion Instructions) Yes No
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? (If yes, refer to Page 6 for Completion Instructions) Yes No
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 6 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 under section 3, 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).

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

| | | | |
|-----------|---------------|----------------|------|
| Name | Title | | |
| Signature | Date of Birth | YYYY / MM / DD | Date |
| | | | |

N/A Please check, the N/A box if this section does not apply

SECTION J – INTERESTED PERSONS

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

Refer to completion instructions on Page 6.

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

N/A Please check, the N/A box if this section does not apply

SECTION K – ASSOCIATED PERSONS

Please identify any changes to Associated Person(s) as identified in Section 1 of the REBBA 2002.

Refer to completion instructions on Page 6.

| Name of Associated Persons | Date of Birth YYYY / MM / DD | Residential Address |
|----------------------------|------------------------------|---------------------|
| | | |
| | | |
| | | |



SECTION L – 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

Broker of Record Name _____ **Signature** _____
 (Please Print)

COMPLETION INSTRUCTIONS – SECTION F – CHANGE OF SHAREHOLDER INFORMATION

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 owns or controls 10% of more of the equity shares and outstanding.

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

Please submit a current, original Canadian Criminal Record Check for each shareholder.



COMPLETION INSTRUCTIONS – SECTION I – OFFICER / DIRECTOR DISCLOSURES

- 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 judgement 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. A driver’s license abstract may be required if suspended.
- Question 5 All applicants must submit a current, original Canadian Criminal Record Check (must be dated within 6 months of submission of application) as well as anyone that answers “yes”. 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 offences unless your driver’s licence was suspended. This includes a charge where a conditional discharge or an absolute discharge has been granted.

COMPLETION INSTRUCTIONS – SECTION J – 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 K – ASSOCIATED PERSONS

Please identify in writing the association between the parties listed in Section F. 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.

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.



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 _____:
(leave blank if new application)

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 _____;
(YYYY / MM / DD)

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 _____ the Corporation delegates to the Broker of Record named in this
(YYYY / MM / DD)
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

Signature
Name: _____
Title: _____
Authorized Signing Official

Signature
Name: _____
Title: _____
Authorized Signing Official

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



PARTNERSHIP RESOLUTION

RESOLUTION OF THE PARTNERS OF

_____ (the "Partnership")
(fill in name of the partnership 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 _____:
(leave blank if new application)

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 _____ ;
(YYYY / MM / DD)

2. the Partnership 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 _____ the Partnership delegates to the Broker of Record named in this Resolution
(YYYY / MM / DD)

the full power and authority to ensure that the Partnership complies with the Act and its regulations.

Enacted this _____ day of _____, 20_____.

Witness the seal of the Corporation

Name: _____

Title: _____

Signature

Authorized Signing Official

Name: _____

Title: _____

Signature

Authorized Signing Official



Important: PRINT or TYPE all information in BLACK INK
 Notice of BROKERAGE / SOLE PROPRIETOR Change



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.