How does someone become a registered real estate salesperson?

To become registered as a salesperson in Ontario, individuals must successfully complete their pre-registration courses within 18 months of starting their Real Estate as a Professional Career course. The Ontario Real Estate Association (OREA) administers these courses on behalf of RECO.

For more information, please refer to “How to become a registrant” on RECO’s website.

I was once registered and now I want to get back into real estate. How do I reinstate my registration?

If you are within two years of your termination date you may submit the “New/Reinstatement: Broker/Salesperson” form to RECO Registration. You must submit a current, original Criminal Record Check or Police Clearance if you are terminated in excess of 60 days. If your registration is reinstated within a two year period from the date of termination, you are not required to re-take the pre-registration courses. However, you may be required to complete mandatory continuing education courses.

If you have been terminated in excess of two years, you will have to successfully complete such courses as determined by the Registrar. This requires a request to be made through our Education Equivalency Assessment program via education@reco.on.ca.

Please note that you are not permitted to trade until your registration has been reinstated.

I’ve lost my registration certificate. How do I request a replacement?

Please check with your brokerage first as registration certificates are mailed directly to the brokerage. If a replacement certificate is still required, a request in writing is required to be sent to registration@reco.on.ca.

Why hasn’t my renewal been processed yet?

Occasionally, due to high volumes of applications there may be slight delays in processing renewals. Renewals are processed in order by the date on which they are received.

Please note that there is a provision in REBBA 2002 that provided all requirements of registration have been met and the application and fee payment is received by RECO prior to expiry, the registration is deemed to continue should it not be processed prior to expiry.
I want to take a break from real estate, what do I need to do?

If you are considering taking a break from real estate, understand that your status with RECO is either registered or terminated. If you are registered, you are permitted to trade, while if you are terminated you are not permitted/allowed to trade. There is no reference in REBBA 2002 that pertains to trading activity volumes. Should you choose to take a break from trading in real estate, you can remain registered with RECO or terminate your registration. Please note once you terminate, you may reinstate your registration anytime within two years of the effective termination date if all educational requirements are met.

How do I terminate my registration?

You may terminate your registration at any time. Under REBBA 2002 you must provide your current broker of record with written notice of your resignation along with an effective date. Within five business days a copy of the letter must be submitted to RECO. Your brokerage may submit the letter electronically via MyWeb or they may submit it with the “Notice of Employee Change: Termination” form.

Please note that the effective date of the termination in the resignation letter must match the date indicated on the form or the date indicated via electronic submission to MyWeb. You are not permitted to trade after the effective date. Also RECO does not accept board office notifications of termination of membership.

How do I transfer my registration to another brokerage?

Under REBBA 2002 you must provide your current broker of record with written notice of your resignation along with an effective date. In order to expedite the transfer process, RECO recommends processing transfers electronically via MyWeb. Once you have provided your new brokerage with a copy of your resignation they can process the transfer on your behalf and you can resume trading immediately.

Alternatively, the new brokerage can submit a copy of the letter to RECO Registration with the “Notice of Employee Change: Transfer” form. However, this requires additional processing time, during which you will not be able to trade in real estate.

Can I trade with a different name?

REBBA 2002 clearly states that individuals must register under the complete legal surname and may use an initial or commonly recognized short form of the first name and must only trade in real estate under the name by which they are registered. (O. Reg. 567/05, s. 8)

Affidavits are required for registrants wishing to use a "Canadianized" version of a first name. The affidavit must indicate the full legal name and the name that they are commonly known as (for the purpose of trading).
The surname clause is very straightforward. We only accept "changed" surnames in the case of an individual assuming their spouse's surname (copy of marriage certificate required) or proof of a legal name change (copy of legal name change certificate required).

To request a "first" name change, please complete the application for “Notice of Address or Name change” and attach the applicable supporting documentation.

**How can I obtain a history of my employment?**

Please submit requests to registration@reco.on.ca including a signed and dated request with your RECO registration number. If the purpose for the employment history is to obtain registration in another province, you must indicate this in your request so that RECO can send the history to the appropriate regulatory body directly.

There is a minimum $25 processing fee, which may be greater depending on how far back we need to search our records.

**Can I still apply for registration if I am in Canada on a work permit?**

If you are eligible to work in Canada on a work permit you may apply for registration with RECO.

We look for proof of eligibility to work in Canada and “status” as far as “residency” is concerned (e.g. work or study permit).

Documentation providing proof of work permit from Citizenship and Immigration Canada is required when submitting an application for review.

**How do I register a new business name?**

Section 8 (3) of the General Ontario Regulation 567/05 of REBBA 2002 defines the parameters under which a brokerage must be registered. The three acceptable name formats are as follows:

1. The complete legal name of the applicant
2. One or more of the legal given names of the applicant, in the correct order, followed by his or her legal surname, if the applicant is an individual (i.e. sole proprietorship)
3. A name registered under the *Business Names Act* by the applicant.

If the business is a sole proprietorship it must conduct business in the name of the broker, as required under Section 29 of REBBA 2002.

The registrant must submit any suggested name to RECO for approval via registration@reco.on.ca prior to submitting the application for “New/ Reinstatement for Brokerage/Branch.”

**I’ve previously declared bankruptcy or a consumer proposal or I’m currently in the bankruptcy or consumer proposal process, can I still apply for registration?**
Bankruptcies and/or consumer proposals must be disclosed when applying for registration with RECO, discharged or otherwise. While it will not necessarily result in denial of registration it is important to provide details with the application so that we make an informed decision on the application.

Under normal circumstances bankruptcies do not prevent registration. There may be conditions set upon their registration that the individual may be requested to voluntarily enter into.

I’m currently registered and I just declared bankruptcy or a consumer proposal. When and how do I let RECO know?

Under REBBA 2002 you must inform the Registrar’s office within five days of filing for bankruptcy or a consumer proposal. It also must be disclosed on any upcoming applications with RECO, even if it is discharged.

When you inform the Registrar’s office you must include:

- a signed and dated statement including full particulars of the circumstances that lead to the filing
- Form 69: Assignment of Bankruptcy
- Form 79: Statement of Assets, Liabilities
- Form 65: Monthly Income and Expense Statement
- Form 84: Certificate of Discharge (if applicable)

Under normal circumstances bankruptcies do not result in revocation of registration. However you may be asked to voluntarily enter into conditions upon your registration.

I have a criminal record or I have charges pending against me. Can I still apply for registration?

Criminal charges and/or convictions must be disclosed on an application for registration with RECO regardless of when it happened or the disposition. While it will not necessarily result in denial of registration, it is important to provide details with the application so that RECO can make an informed decision on the application.

You must submit a fingerprint verified report of your criminal record with your application for registration. This process can take up to 4 months.

In addition, you might be asked to attend a meeting to further discuss and clarify any concerns regarding your suitability for registration under REBBA 2002.

I’m currently registered and I have been charged, found guilty, pleaded guilty or been convicted of a crime. When and how do I let RECO know?

Under REBBA 2002 you must disclose any changes to the information provided on your previous application to the Registrar’s office within five days of the change, which includes
declaration of charges and convictions. Failure to do this could result in charges of non-disclosure being laid under REBBA 2002.

The options open to the Registrar when reviewing new or renewal applications of concern are the following:

1) Process the application and approve registration or continued registration
2) Process the application and approve the registration with voluntary conditions applied to the registration
3) Propose to refuse/revoke the registration of the individual (15 days to appeal the proposal to the Licence Appeal Tribunal, upon receipt of written decision)

I'm having issues with my employment and or commission matters at the brokerage, can RECO help?

Issues of employment, including issues surrounding commissions, are not within RECO's jurisdiction.

It may be that the matter will need to be settled via the court system.

For tax purposes, can I register myself as a corporation?

A brokerage cannot pay commission or other remuneration to an unregistered individual or entity.

Specifically any commissions or remuneration paid out from the brokerage must be payable to the registered individual.