



Important: PRINT or TYPE all information in BLACK INK

APPLICATION FOR NEW: SALESPERSON / BROKER

All new applicants must submit a current, original Canadian Criminal Record and Judicial Matters Check with this form.

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 – APPLICANT NAME AND MAILING ADDRESS

Student ID Number: [grid]

Type of Application: New Registration, New Interprovincial Registration, Currently Registered in Another Province/Territory. Registration Category (Check One): Salesperson under the Real Estate and Business Brokers Act, 2002; Broker under the Real Estate and Business Brokers Act, 2002 (RECO Registration Number if previously/currently registered)

Current Jurisdiction [grid]

Legal Surname Legal First Name Legal Middle Name(s)

Trade Name (See Page 4 for Completion Instructions) Date of Birth YYYY / MM / DD Sex [M/F]

Residential Address - (If R.R.: Give Lot, Concession Number & Township) (Street Number & Name) Apt. or Suite Number

City Province Postal Code

Telephone Number Cell Phone Number E-mail Address

SECTION C – APPLICANT 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 and Name (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 E-mail Address



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)

SECTION E APPLICANT EMPLOYMENT HISTORY

Provide employment history for previous 2 years, including a description of any period during which you were not employed.

Name and Address of Employer (If applicable)	Description of Activity such as type of work / position / school / travel, etc.	Period (previous 2 years)	
		From YYYY/MM/DD	To YYYY/MM/DD

SECTION F APPLICANT 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).**

1. Are you, or will you be, registered/licensed, engaged or employed in any other business, occupation or profession? Yes No
(If yes, refer to Page 4 for Completion Instructions.)

2. Are you a Partner, Officer, Director or shareholder in any other business? Yes No
(If yes, refer to Page 4 for Completion Instructions.)

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? Yes No
(If yes, refer to Page 4 for Completion Instructions.)

4. 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? Yes No
(If yes, refer to Page 4 for Completion Instructions.)

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? Yes No
(If yes, refer to Page 4 for Completion Instructions.)

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? Yes No
(If yes, refer to Page 4 for Completion Instructions.)

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/registrar'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).

EDUCATION REQUIREMENTS For New Salesperson Registrants Only

Requirements for registration as a new salesperson include providing the applicable course transcripts in support of this application within 12 months of successful completion of the final course examination. The transcripts must indicate successful completion of all required Salesperson Registration Education Program courses.

REQUIREMENTS For New Registrants from Other Provinces/Territories Only

Requirements For New Registrants Currently Registered in Another Province/Territory

A copy of the transcript confirming successful completion of the Interprovincial Challenge Examination is required in support of this application.

An original copy of your registration history and verification of any disciplinary action or the absence of same, received from the regulatory body in your current province/territory is required in support of this application.

Applications received WITHOUT the applicable transcript and registration/disciplinary history will not be processed.

For more information on qualifying jurisdictions and the Interprovincial Challenge Examination please visit RECO's website www.reco.on.ca.

REGISTRATION & EDUCATION REQUIREMENTS FOR NEW BROKER APPLICANTS

Requirements for registration as a broker include being employed as a salesperson for at least 24 of the 36 months immediately preceding the date of application and successful completion of all required Broker Registration Education Program courses. Transcripts to be provided with application.



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 – APPLICANT EMPLOYMENT HISTORY

Employment history should consist of employment or other activities from the **present date** back 2 full years, including any period during which you were not employed. The nature of the business should be noted as well as position/type of work.

COMPLETION INSTRUCTIONS – SECTION F – APPLICANT 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.
- For Personal Real Estate Corporations (PRECs), please provide the legal name of the PREC and the address for service.
- 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 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 **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 offences 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 and 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 \$35.00 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 TO RECO.



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, 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](#).

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).