

Please complete all sections as indicated. Please print clearly.

PART A – APPLICANT INFORMATION	
Category of licence applied for (<i>check all that apply</i>) <input type="checkbox"/> Trading Services <input type="checkbox"/> Rental Property Management Services <input type="checkbox"/> Strata Management Services	RECBC Use Only
Full legal name of brokerage	File Number
Trade name, if any, of the brokerage	Approval date
Branch office address – Suite # / Street Address	Approved by
City, Province	Postal code
Phone number for that office (<i>include area code</i>)	Fax number, if any, for that office (<i>include area code</i>)
Email address, if any, for that office	
Cond/Restrictions	

PART B – INSTRUCTIONS
<p>A branch office renewal must be submitted at least 30 days before the licence expires, in accordance with section 2-13(2) of the Council rules. If the branch office will not be renewing its licence, please contact the Council office for complete requirements for winding up a branch office.</p> <p>Mailing address for delivery: The Council will use the branch office address for delivery of any notices required by the <i>Real Estate Services Act</i> unless you provide a different address for delivery on a separate sheet attached to this renewal form.</p>

PART C – AUTHORIZATION		
Signature of managing broker, director, officer or partner of brokerage		
Name of applicant	Signature	Dated MM/DD/YYYY
Title or position		

<p align="center">Mailing Address</p> <p align="center">Real Estate Council of British Columbia 900-750 West Pender Street Vancouver, BC Canada V6C 2T8</p>	<p align="center">Enquiries</p> <p align="center">Tel: 604.683.9664 Toll-free: 1.877.683.9664 Fax: 604.683.9017 www.recbc.ca lic@recbc.ca</p>
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Note: Please use a separate form for each applicant. Partial payments will not be accepted.

Name of licensee
Name of brokerage

FEES AND RELATED ASSESSMENTS

Individual Fees		
<input type="checkbox"/> \$1660		First time Licensing Application
<input type="checkbox"/> \$1660		Re-licensing Application (unlicensed for more than 90 days from licence expiry)
<input type="checkbox"/> \$1330		Licensing Renewal Application
<input type="checkbox"/> \$1360		Late Renewal (unlicensed less than 90 days from licence expiry)
<input type="checkbox"/> \$230		Licence Transfer or Reinstatement Application
<input type="checkbox"/> \$230		Personal Real Estate Corporation Transfer
<input type="checkbox"/> \$230		Change of Licence Level or Category
<input type="checkbox"/> \$30		Individual Name Change
<input type="checkbox"/> \$660	<input type="checkbox"/> \$630 Renewal	Secondary Managing Broker Licence Application
<input type="checkbox"/> \$ _____		Pro-rated licensing fee for Personal Real Estate Corporation (see www.recbc.ca for fees)
Brokerage Fees		
<input type="checkbox"/> \$1860	<input type="checkbox"/> \$1330 Renewal	Licensing Application – Brokerage
<input type="checkbox"/> \$660	<input type="checkbox"/> \$630 Renewal	Licensing Application – Branch Office
<input type="checkbox"/> \$230		Change of Licence Level or Category
<input type="checkbox"/> \$30		Name or Address Change
Other Fees		
<input type="checkbox"/> \$ _____	(describe) _____	

CREDIT CARD INFORMATION

Credit card #	Expiry date MM/YY	
Cardholder Name	Cardholder signature	Date MM/DD/YYYY
<p>Note: Licence fees and Compensations Fund assessments are not refundable after licence issuance. If the licence is surrendered in the first year of the two year licensing period, a refund of the second year errors and omissions insurance premium is available. If an application is withdrawn for any reason prior to licence issuance, the application fee will not be refunded.</p>		

FOR OFFICE USE ONLY – PLEASE DO NOT WRITE IN THIS SECTION

Amount	Card Auth. #	Licence #
Rec. #	Date	

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