

Please complete all sections as indicated. Please print clearly.

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

| PART B – INSTRUCTIONS   |
|---|
| <p><b>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.</b></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   |           |                  |
|--|-----------|------------------|
| <b>Signature of managing broker, director, officer or partner of brokerage</b> |           |                  |
| Name of applicant  | Signature | Dated MM/DD/YYYY |
| Title or position  |           |                  |

|  |  |
|--|--|
| <p align="center"><b>Mailing Address</b></p> <p align="center">Real Estate Council of British Columbia<br/>900-750 West Pender Street   Vancouver, BC Canada   V6C 2T8</p> | <p align="center"><b>Enquiries</b></p> <p align="center">Tel: 604.683.9664   Toll-free: 1.877.683.9664   Fax: 604.683.9017<br/>www.recbc.ca   lic@recbc.ca</p> |
|--|--|

*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**

- \$1800                                      First time Licensing Application
- \$1800                                      Re-licensing Application (unlicensed for more than 90 days from licence expiry)
- \$1450                                      Licensing Renewal Application
- \$1500                                      Late Renewal (unlicensed less than 90 days from licence expiry)
- \$250                                         Licence Transfer or Reinstatement Application
- \$250                                      Personal Real Estate Corporation Transfer
- \$250                                      Change of Licence Level or Category
- \$50                                         Individual Name Change
- \$800                                       \$750 Renewal                      Secondary Managing Broker Licence Application
- \$ \_\_\_\_\_                              Pro-rated licensing fee for Personal Real Estate Corporation (see www.recbc.ca for fees)

**Brokerage Fees**

- \$2000                                       \$1450 Renewal                      Licensing Application – Brokerage
- \$800                                         \$750 Renewal                      Licensing Application – Branch Office
- \$250                                      Change of Licence Level or Category
- \$50                                         Name or Address Change

**Other Fees**

- \$ \_\_\_\_\_ (describe) \_\_\_\_\_

**CREDIT CARD INFORMATION**

|                              |                      |                 |
|------------------------------|----------------------|-----------------|
| Credit card #                | Expiry date MM/YY    |                 |
| Name on card (PRINT CLEARLY) | Cardholder signature | Date MM/DD/YYYY |

**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.

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

|        |              |           |
|--------|--------------|-----------|
| Amount | Card Auth. # | Licence # |
| Rec. # | Date         |           |

|   |   |
|---|---|
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