

PART A INSTRUCTIONS FOR BROKERAGE/BRANCH OFFICE CHANGE OF ADDRESS

Please submit with this form:

- A copy of the **city or municipal business licence** showing the new address. Please note that the Council is aware there is often a waiting period to receive an original business licence. A copy of the paid application for business licence showing the brokerage name and address is therefore acceptable to the Council. If no business licence is required for your area, please submit a letter from the local government authority advising that a licence is not required.
- A fee of \$50.00 payable to the Real Estate Council.
- The original brokerage or branch office licence for amendment. Licence certificates of individual licensees engaged by the brokerage are not required to be amended.

For a residential brokerage office:

In addition to the above, if the office will be located in the managing broker's residence, pursuant to section 2-5 [*residential brokerage offices*] of the Rules, **please also submit:**

- Written confirmation from the managing broker that this is their residence address and that they are the controlling shareholder of the corporation or one of only 2 shareholders of the corporation, the other of whom is the spouse or family partner of the managing broker. In the case of a sole proprietor, shareholder information is not required.
- A copy of the home based bylaws from the city or municipality for their area.

Please note that the residential brokerage licence will be restricted to engaging only the managing broker and one additional licensee, who may or may not have to reside on the premises based on the government bylaws for that area.

If any requirements, such as the original licence certificate, are not attached, please indicate when they will follow by mail.

PART B BROKERAGE/BRANCH OFFICE CHANGE OF ADDRESS DETAILS

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|--|--|--|
| Brokerage name | | |
| Current address of brokerage or branch office | | |
| NEW Address of brokerage or branch office | | |
| Effective date of move | Please indicate whether this is a commercial or residential location | |
| Phone | Fax | Email |
| Name of applicant (<i>Managing Broker, Officer, Director or Partner</i>) | Signature | |
| Title or position | Date | |
| Mailing Address Real Estate Council of British Columbia 900-750 West Pender Street Vancouver, BC Canada V6C 2T8 | | Enquiries Tel: 604.683.9664 Toll-free: 1.877.683.9664 Fax: 604.683.9017 www.recbc.ca lic@recbc.ca |

Note: Please use a separate form for each applicant. Partial payments will not be accepted.

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