

All renewal applications are computer generated and sent to the licensee's brokerage, to the attention of the managing broker, approximately six weeks prior to the licence expiry date. Licensees are required to complete and return the form to the Council office 30 days prior to the licence expiry, pursuant to section 2-13(2) of the Council Rules.

As an alternative to using the computer generated renewal form, you may use the attached application form in its place. If you are using this form as your licence renewal form, because this form does not contain the section which confirms completion of the Council's Relicensing Education Program (REP) requirements, evidence that you have completed the required REP courses must be included with your renewal application submitted to the Council.

This information may be provided in the following manner:

- official transcript from the course provider(s), or
- certificate of completion, or
- a copy of the individual's REALTORLink course history, if available, from the Courses & Training webpage.

Note: The Council requires a printout of the full webpage including the URL identifier. Brokerage employee lists will not be acceptable, as they are not considered official confirmation of course completion.

**Licensees using this form to renew their licence can disregard the criminal record check pages attached to this form.**

Licensees with questions may contact the Council office at 604-683-9664, toll-free 1-877-683-9664 or email [info@recbc.ca](mailto:info@recbc.ca).

# APPLICATION FOR REPRESENTATIVE, ASSOCIATE OR MANAGING BROKER LICENCE

## PART A – NATURE OF APPLICATION

<b>Type of applicant</b> <i>(please check)</i> <input type="checkbox"/> First-time applicant <i>(Must submit criminal record check with application. See attached page for details)</i> <input type="checkbox"/> Re-licensing applicant <i>(after previous licence has expired) (Must submit criminal record check with application. See attached page.)</i> <input type="checkbox"/> Reinstatement applicant <i>(licence inoperative for <b>more</b> than 90 days within licence period) (Submit criminal record check with app.)</i> <input type="checkbox"/> Reinstatement applicant <i>(TRANSFER) (currently licensed or inoperative for <b>less</b> than 90 days)</i> <input type="checkbox"/> Change of licence level or category <input type="checkbox"/> Renewal applicant <input type="checkbox"/> Secondary managing broker licence		<b>RECBC Use Only</b>  File Number  Approval date  Approved by  BCSC/Ins/FIC  Cond/Restrictions
<b>Level of licence applied for</b> <i>(check one box only)</i> <input type="checkbox"/> Representative <input type="checkbox"/> Associate broker <input type="checkbox"/> Managing broker	<b>Categories of licence being applied for</b> <i>(You will <b>only</b> be licensed for the category(s) indicated in this section. Check <b>all</b> that apply.)</i> <input type="checkbox"/> Trading services <input type="checkbox"/> Rental property management services <input type="checkbox"/> Strata management services	

## PART B – APPLICANT INFORMATION

**Indicate your full legal name below. Initials are not acceptable**

Last name	First name	Middle name(s) <i>(Initials are not acceptable)</i>
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Any previous legal names(e.g. maiden name), or other names by which you are or have been known	
Name other than your legal name (e.g. nickname, hyphenated last name) that you intend to use for advertising purposes, if any		
Residential address – Suite #/Street <i>(P.O. boxes are not acceptable)</i>		
City, Province	Postal Code	
Phone number <i>(include area code)</i>	Email address <i>(required)</i>	
If you would like to receive the Real Estate Council's newsletter by email instead of regular mail, please check here: <input type="checkbox"/> <i>Otherwise you will receive a hard copy version of the newsletter by regular mail to your brokerage office.</i>		
Mailing address for delivery <i>(this is the address the Council will use for mailing to you notices required by the Real Estate Services Act)</i> . The Council will use your brokerage office address for delivery of these notices unless you provide a different mailing address in this space.		

## PART C – BROKERAGE INFORMATION

Name of proposed related brokerage		
Office address of proposed related brokerage – suite # / street		
City, Province	Postal code	Phone number for that office

## PART D – BACKGROUND INFORMATION

**To be completed by all first-time, re-licensing, and reinstatement (inoperative more than 90 days) applicants**

Place of birth	Date of birth MM/DD/YYYY
Are you a Canadian citizen? If No, attach evidence of immigration or work visa status <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you were born outside of Canada, indicate the date of your arrival in Canada	
If you resided outside of Canada for any period (other than as noted above), indicate the dates and locations (country and, if applicable, state, province or territory) of those periods of residency	
Are you currently employed? If yes, please indicate the name/address of employer <input type="checkbox"/> Yes <input type="checkbox"/> No	

## PART E – INFORMATION RESPECTING REPUTATION AND SUITABILITY

**(To be completed by all applicants. PLEASE NOTE: In the case of a reinstatement (currently licensed or inoperative less than 90 days), change of licence level or category, or renewal, these questions apply only since the date of your last application)**

<p>1. Have you ever been <b>convicted</b> of, or are you <b>currently charged</b> with, a <b>criminal or other offence</b> under a federal or provincial enactment, or under the law of any foreign jurisdiction?</p> <p><i>If yes, attach a copy of the offence, date of offence and outcome, even if an absolute or conditional discharge has been granted. Conviction(s) for which you have received a pardon need not be disclosed. Note: Highway traffic offences resulting only in monetary fines or demerit points, or both, and charges initiated by a violation ticket as defined in the Offence Act or by a ticket as defined in the Contraventions Act (Canada), need not be disclosed. <b>Impaired driving is a Criminal Code offence and must be disclosed.</b> A Notice of Driving Prohibition under section 415 of the Motor Vehicle Act need not be disclosed.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. Have you ever been subject to bankruptcy, insolvency or receivership proceedings?</p> <p><i>If yes, attach full particulars, and in the case of a bankruptcy, please attach a copy of the discharge, or if not yet discharged, a copy of the list of secured and unsecured creditors.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. Has any business of which you have been an owner, director, officer or partner, been subject to bankruptcy, insolvency or receivership proceedings during the period when you were owner, director, officer or partner?</p> <p><i>If yes, provide full particulars.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. Have you ever had any court orders or judgments made against you in relation to real estate services, a dealing in insurance, mortgages or securities, or misappropriation, fraud or breach of trust?</p> <p><i>If yes, attach copy of court order or judgment.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. Has any business of which you have been an owner, director, officer or partner, had any court orders or judgments made against the business, during the period when you were owner, director, officer or partner, in relation to real estate services, a dealing in insurance, mortgages or securities, or misappropriation, fraud or breach of trust?</p> <p><i>If yes, attach copy of court order or judgment.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>6. Have you ever been refused a licence, or held a licence that was suspended or cancelled, under real estate, insurance, mortgage broker or securities legislation in British Columbia or another jurisdiction, or have you ever been disciplined by a professional body?</p> <p><i>If yes, provide full particulars including any action taken by the Real Estate Council of BC.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>7. Are you the subject of an investigation or disciplinary proceedings under real estate, insurance, mortgage broker or securities legislation, or by a professional body, in British Columbia or another jurisdiction?</p> <p><i>If yes, provide full particulars including any action taken by the Real Estate Council of BC.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## PART F – EDUCATION

*(To be completed by all first-time applicants, those upgrading licence level or category and those who are required to re-qualify)*

Please indicate your UBC Real Estate Division student number here: 

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Provide the date you completed the applicable exam(s), or their former equivalents, to qualify for the requested licence category and level. (If you have received an education exemption from the Council, attach details)	<i>Month/Year Completed</i>
Real Estate Trading Services Licensing Exam <i>(Formerly called Salesperson's Pre-Licensing Exam)</i>	
Rental Property Management Licensing Exam <i>(Formerly called Property Management Pre-Licensing Exam)</i>	
Strata Management Licensing Exam	
Real Estate Trading Services Supplemental Exam <i>(Formerly called Salesperson's Supplemental Exam)</i>	
Rental Property Management Supplemental Exam <i>(Formerly called Property Management Supplemental Exam)</i>	
Strata Management Supplemental Exam	
Broker's Licensing Exam <i>(Formerly called Agent's Pre-Licensing Exam)</i>	

*If you have taken other real estate related post secondary education (e.g. B.Comm or Urban Land Economics Diploma program), attach original transcripts, in a sealed envelope from the post secondary educational institution.*

## PART G – CONSENTS AND CERTIFICATION

### Consent for verification of criminal record check

If required by the Council to provide a criminal record check pursuant to section 4-4(1)(h) of the Council Bylaws, I hereby authorize the Council to verify the accuracy of the criminal record check with the appropriate authorities. Note: *Any information the Council obtains through this consent will be used only for determining suitability for licensing under the Real Estate Services Act.*

### Consent to obtaining a credit rating check *(applicable to managing broker applicants only)*

I hereby authorize the Council to ascertain my credit rating by performing a credit check with the appropriate Credit Bureau. Note: *Any information the Council obtains through this consent will be used only for determining suitability for licensing under the Real Estate Services Act.*

### Certification

I certify that I am the applicant for licensing and that the information and statements contained in this application and any attachments are true and complete.

Name of applicant	Signature	Dated MM/DD/YYYY
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## PART H – CERTIFICATION OF PROPOSED RELATED BROKERAGE

I, the managing broker, sole proprietor, director, officer or partner of the proposed related brokerage, certify that I am satisfied from personal knowledge or from inquiries that the applicant is of good reputation and is suitable for licensing, and hereby approve this application.

Name	Brokerage name
Signature	Dated MM/DD/YYYY
Title or position of above signatory <i>(managing broker, sole proprietor, director, officer or partner)</i>	

## IMPORTANT INFORMATION

To avoid delays in the processing of your licence, please complete all applicable sections in full. If any portion of the relevant licensing information is incomplete, the application will be returned for completion.

### LICENSING REQUIREMENTS AND FEES

**All fees may be submitted by cash, VISA, MasterCard, money order or cheque made payable to the "Real Estate Council of BC".**

#### **A. FIRST-TIME LICENSING AND RE-LICENSING (licences issued after licence expiry)**

- All first-time trading services licensing applicants must register in the Residential/Commercial Trading Services Applied Practice Course prior to making licence application.
- All Re-licensing applicants must provide proof of completion of their Relicensing Education Program (REP) requirements when making licence application, if applicable.
- Complete an *Application for Representative, Associate or Managing Broker Licence* form
- Applicants must include an original criminal record check with the application. Please see attached page for details.
- Please forward all original documents in one package to the Council office via mail or courier. Please do not email or fax your initial application as the original criminal record check is required.
- Licence applicants must be 19 years of age or older.
- **Fee of \$1250:** Includes Real Estate Council licensing fee (\$450), Errors & Omissions Insurance assessment (\$700) and the Real Estate Compensation Fund assessment (\$100)
- All fees are for a two year period on an anniversary date basis.

#### **NOTE:**

- Licence fee and Compensation Fund assessment are not refundable after licence issuance. There continues to be a refund of the second year errors and omissions insurance premium if the licence is surrendered in the first year of the licensing period. If an application is withdrawn for any reason prior to licence issuance, the \$50 application fee will not be refunded.
- Applicants transferring from other Canadian jurisdictions should review the Council's website at [www.recbc.ca](http://www.recbc.ca) for further information and requirements regarding making an application for licensing in B.C.

#### **B. RENEWAL OF LICENCE**

- All renewal applicants must complete the Council's Relicensing Education Program (REP) requirements in order to renew their licence. If this application form is being used for licence renewal, the applicant must provide proof of completion of their REP requirements when making application.
- Complete an *Application for Licence Renewal* form or an *Application for Representative, Associate or Managing Broker Licence* form
- **Fee of \$1225** Includes Real Estate Council licensing fee (\$425), Errors & Omissions Insurance assessment (\$700) and the Real Estate Compensation Fund assessment (\$100)

#### **NOTE:**

- Licence fee and Compensation Fund assessment are not refundable after licence issuance. There continues to be a refund of the second year errors and omissions insurance premium if the licence is surrendered in the first year of the licensing period. If an application is withdrawn for any reason prior to licence issuance, the \$25 application fee will not be refunded.
- If the renewal application has not been received at the Council's office by the renewal due date, the application will be treated as a re-licence application. The fee for a re-licence application is \$1250.

#### **C. REINSTATEMENT OF LICENCE (TRANSFER) (currently licensed or inoperative less than 90 days within a licence period) or CHANGE OF LICENCE CATEGORY**

- Complete an *Application for Representative, Associate or Managing Broker Licence* form
- Fee of \$125
- Arrange for the return of existing licence. In the case of a change of brokerage, the reverse side of the licence must be completed by your previous brokerage stating date of termination and reason for leaving.
- If an application is withdrawn for any reason prior to licence issuance, the \$25 application fee will not be refunded.

#### **D. REINSTATEMENT OF LICENCE (inoperative more than 90 days within a licence period)**

- Complete an *Application for Representative, Associate or Managing Broker Licence* form
- Applicants must include an original criminal record check with the application. Please see attached page for details.
- Please forward all original documents in one package to the Council office via mail or courier. Please do not email or fax your application as the original criminal record check is required.
- Fee of \$125
- If an application is withdrawn for any reason prior to licence issuance, the \$25 application fee will not be refunded.

#### **E. INDIVIDUAL NAME CHANGE**

- Provide a letter stating change and effective date.
- Enclose a copy of Change of Name Certificate, Marriage Licence or Birth Certificate where applicable.
- Fee of \$25
- Arrange for the return of licence to be amended.

#### **Mailing Address**

Real Estate Council of British Columbia  
900 – 750 West Pender Street  
Vancouver, B.C., Canada V6C 2T8

#### **Enquiries**

Telephone: 604.683.9664 Toll-free: 1.877.683.9664  
Fax: 604.683.9017  
[www.recbc.ca](http://www.recbc.ca)

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

Name of licensee
Name of brokerage

**LICENSING FEES AND RELATED ASSESSMENTS** *(Check appropriate boxes)*

**Individual Fees**

- First-time licence applicant  \$1250
- Re-licensing applicant *(after previous licence has expired)*  \$1250
- Reinstatement applicant *(licence inoperative **more** than 90 days within licence period)*  \$125
- Reinstatement applicant *(TRANSFER) (currently licensed or inoperative **less** than 90 days within licence period)*  \$125
- Change of licence level or category  \$125
- Licence renewal applicant  \$1225
- Individual name change  \$25
- Secondary managing broker licence (branch office of the same brokerage)  \$450
- Secondary managing broker licence (affiliated brokerages)  \$550
- Pro-rated licensing fee for Personal Real Estate Corporation (see www.recbc.ca for fees)  \$ \_\_\_\_\_
- Other \_\_\_\_\_  \$ \_\_\_\_\_

**Brokerage Fees**

- First-time brokerage licence applicant  \$1400
- First-time branch office licence applicant  \$450
- Brokerage name or address change  \$25
- Brokerage or branch office change of licence category  \$125
- Brokerage licence renewal applicant  \$1375
- Branch office licence renewal applicant  \$425

**CREDIT CARD INFORMATION**

Credit card #	Expiry date MM/YY	
Name shown on card <i>(Print clearly)</i>	Cardholder signature	Date MM/DD/YYYY

<p><b>Mailing Address</b> Real Estate Council of British Columbia 900 – 750 West Pender Street Vancouver, B.C., Canada V6C 2T8</p>	<p><b>Enquiries</b> Telephone: 604.683.9664 Toll-free: 1.877.683.9664 Fax: 604.683.9017 www.recbc.ca</p>
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**FOR OFFICE USE ONLY – PLEASE DO NOT WRITE IN THIS SECTION**

Amount	Card Auth. #	Licence #
Rec. #	Date	

## Who Must Provide a Criminal Record Check?

In order to provide appropriate consumer protection, the following applicants are required to obtain an original criminal record check from their local police service on their own and submit it along with their application to the Council:

- First-time licence applicants;
- Re-licence applicants (unlicensed for more than 90 days after licence expiry);
- Reinstatement licence applicants (those who have been unlicensed for more than 90 days within licence period);
- Director/officer or partner applicants who are not currently licenced or who have not been licensed or registered as a director/officer or partner under the *Real Estate Services Act* in the last 90 days; and
- Pre-screening applicants.

In addition to the individuals mentioned above, the Council may also require a criminal record check from any licence applicant when the Council deems it appropriate.

It is important to note:

- Criminal record checks provided to the Council must be dated **within 90 days** of the date the Council receives the licence application.
- When completing your licence application, ensure you read the application instructions carefully, as you still have to disclose your criminal record and details on the application form.
- Only **original documents** will be accepted. The Council will not accept photocopies or scans of criminal record checks.
- **Please forward all original documents in one package to the Council office via mail or courier. Please do not email or fax your initial application as the original criminal record check is required.**
- Criminal record checks must be from Canada unless otherwise requested or approved by the Council. Please note that applicants who have lived in the United States for a significant period of time within the five years immediately preceding their date of application may be required to provide the Council with an FBI criminal record check.

## How to Obtain a Criminal Record Check

- You must have your criminal record check completed by the municipal police agency or RCMP detachment where you live, or by the Canadian Corps. of Commissionaires.
- Contact the police agency before attending its office to confirm hours of operation, fees for services and method of payment.
- You must bring the attached **OPEN LETTER TO ALL POLICE AGENCIES** confirming you require this check to be completed for licensing purposes. **Print and take this letter with you or your request may not be processed.**
- Please ensure that the section of the criminal record check that provides authorization to disclose your personal information contains the name of the "Real Estate Council of BC".
- If you are requesting a criminal record check from the RCMP, in the *Category of Information for Disclosure* you must request Categories 1, 2, 3 and 4.
- If you reside in a province other than BC, follow the same procedure as noted above with your local municipal police agency or RCMP detachment in the community in which you live, or via the Canadian Corps. of Commissionaires.

## What if I do have a criminal record to disclose? How do I obtain a Criminal Record Check to verify either outstanding charges or convictions?

- If the search indicates you may have a criminal record (conviction), the Council also requires an **original Certified Criminal Record Check**. (This is different than a criminal record check and must be obtained by fingerprints.) The process for obtaining this may vary between police agencies and detachments, so discuss the process with the detachment you are dealing with. You should check with your local police agency well in advance of submitting your licence application as this process may take some time. The Certified Criminal Record Check must be dated **within 90 days** of the Council receiving the licence application.
- If the search indicates that you may have a current charge against you, you must provide full details and court documentation as outlined on the licence application form, in addition to submitting the original criminal record check to the Council.
- If the search indicates a positive result, you must provide a written statement providing details of the offence or incident, including court documentation if any.

January, 2012

**Open Letter to All Police Agencies****Re: Requirement for Individuals to Provide Criminal Record Checks**

The Real Estate Council of British Columbia ("Council"), pursuant to the *Real Estate Services Act*, is authorized to licence and oversee the conduct of individuals engaged in providing trading services (sales), rental property management services and strata management services in British Columbia.

Section 10 of the *Real Estate Services Act* requires applicants for a real estate licence to satisfy the Council that they are suitable to be licensed. This process requires applicants to demonstrate they have not been convicted of an offence that would make them unsuitable to be licensed. Accordingly, applicants are required to submit to the Council a verification of their criminal record as part of the application process.

Applicants for a real estate licence are not required to be involved with or be responsible for children or vulnerable people, nor do they require this criminal record check for a volunteer position.

The Council, therefore, requests any police agency, when contacted by an individual making a licence application to the Council, to conduct and provide a criminal record check. All costs associated with this process are the responsibility of the applicant. **Please ensure that the section of the criminal record check that provides authorization to disclose the individual's personal information contains the name of the "Real Estate Council of BC".**

Your assistance in this matter is appreciated. If you require any additional information, please call our office and ask to speak with Lisa Kern, Senior Licensing Supervisor, at 604-683-9664 or toll-free in BC at 1-877-683-9664.

Yours truly,

Robert O. Fawcett,  
Executive Officer

**IMPORTANT RELICENSING EDUCATION PROGRAM (REP) INFORMATION**

Effective January 1, 2013, in accordance with section 2-8.1 of the Council Rules, all licensees will be required to complete one applicable Legal Update course during each 24 month registration period in order to renew a licence.

- **To renew your current licence in 2011 or 2012 you are required to have completed one REP course during the previous 24 months:** You should be aware that this notice accompanies your licence renewal form to be licensed for another 24 months. If you are renewing your licence in either 2011 or 2012 you must have completed your REP course requirements during the past 2 years.
- **To renew your licence in 2013 and 2014, you are not required to complete any REP courses:** You will not be required to complete any REP courses during the next 24 month licence period ending in 2013 or 2014 as your licence does not have any REP requirement associated with the renewal.
- **To renew your licence in 2015 onward, you will be required to have completed a Legal Update course:** As noted above, all licensees are required to complete one Legal Update course during the 24-month registration period preceding their licence renewal date in 2015 onward and may select the version most applicable to the category, or categories, for which they are licensed.

**REAL ESTATE BOARD MEMBERS: If you are a member of a real estate board this does not affect your PDP requirements.**

If you have questions regarding your requirements, please contact the Council's Education Department at 604-683-9664, toll-free 1-877-683-9664 or email [info@recbc.ca](mailto:info@recbc.ca).

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Real Estate Council of British Columbia  
900 – 750 West Pender Street  
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