

## LICENCE RENEWAL PROCESS

Approximately eight weeks before your licence expiry date, you will receive an email notifying you that your renewal application is due, with instructions for [renewing your licence online](#).

If you do not wish to renew your licence online, you may complete and return this renewal application form to the Council's office.

You must complete and submit your online or paper renewal application to the Council at least 30 days prior to your licence expiry date.

## INCLUDE PROOF OF RELICENSING EDUCATION:

### LEGAL UPDATE COURSE

Attach a certificate of completion or a copy of your education transcript from the course provider (e.g. your real estate board). Make sure it includes:

- your name
- course name
- date the course was completed.

### RULES CHANGES: AGENCY AND DISCLOSURE COURSE

Licenses who hold a licence for trading services and/or rental property management services that is due for renewal on or after October 1, 2018 must submit proof with their renewal application that they have completed the Rules Changes: Agency and Disclosure course. This requirement does not apply to licenses who are only licensed for strata management services.

Attach a certificate of completion or a copy of your education transcript from the course provider (e.g. UBC). Make sure it includes:

- your name
- course name
- date the course was completed.

**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>(Submit criminal record check with application. See attached page for details.)</i> <input type="checkbox"/> Re-licensing applicant <i>(unlicensed for <b>more</b> than 90 days from licence expiry) (Submit criminal record check with app.)</i> <input type="checkbox"/> Renewal applicant <input type="checkbox"/> Late Renewal <i>(unlicensed <b>less</b> than 90 days from licence expiry)</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"/> 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 <b><u>(required)</u></b>	
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). The Council will use your brokerage office address for delivery of these notices unless you provide a different mailing address in this space.</i>		

**PART C – BROKERAGE INFORMATION**

Name of proposed related brokerage		
Office address of proposed related brokerage or branch office– 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, renewal, or late 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 <u>criminal or other offence</u> 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. A Notice of Driving Prohibition under section 215 of the Motor Vehicle Act need not be disclosed.</i></p> <p><b>Impaired driving is a Criminal Code offence and must be disclosed.</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. Have you ever been, or are you currently the subject of a bankruptcy, insolvency or receivership proceeding? This includes:</p> <ul style="list-style-type: none"> <li>• a bankruptcy order made against you (or an application for such an order),</li> <li>• an assignment in bankruptcy or a proposal under Part III of the <i>Bankruptcy and Insolvency Act</i>, or</li> <li>• an insolvency proceeding (including a receivership or an arrangement under the <i>Companies' Creditors Arrangement Act</i>)</li> </ul> <p><i>If yes, attach full particulars. For a list of required disclosures, please see <a href="http://www.recbc.ca/licensee/education-licensing-faq.html">www.recbc.ca/licensee/education-licensing-faq.html</a></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? This includes:</p> <ul style="list-style-type: none"> <li>• a bankruptcy order made against the business (or an application for such an order),</li> <li>• an assignment in bankruptcy or a proposal under Part III of the <i>Bankruptcy and Insolvency Act</i>, or</li> <li>• an insolvency proceeding (including a receivership or an arrangement under the <i>Companies' Creditors Arrangement Act</i>)</li> </ul> <p><i>If yes, attach full particulars. For a list of required disclosures, please see <a href="http://www.recbc.ca/licensee/education-licensing-faq.html">www.recbc.ca/licensee/education-licensing-faq.html</a></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: | | | | | | | |

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)	Month/Year Completed
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.*

**Confirmation of completion of REP requirements *(applicable to renewal applicants only)***

I confirm that I have completed the Council's Relicensing Education Program (REP) requirements pursuant to section 2-8.1 of the Rules. I have attached evidence of my completion of the required course(s) in a format approved by the Council, pursuant to section 4.6 of the Bylaws.

**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 I hereby approve this application.

Name	Brokerage name
Signature	Dated MM/DD/YYYY

Title or position of above signatory *(managing broker, sole proprietor, director, officer or partner)*

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

<b>Individual Fees</b>		
<input type="checkbox"/> \$1800		First time Licensing Application
<input type="checkbox"/> \$1800		Re-licensing Application (unlicensed for more than 90 days from licence expiry)
<input type="checkbox"/> \$1450		Licensing Renewal Application
<input type="checkbox"/> \$1500		Late Renewal (unlicensed less than 90 days from licence expiry)
<input type="checkbox"/> \$250		Licence Transfer or Reinstatement Application
<input type="checkbox"/> \$250		Personal Real Estate Corporation Transfer
<input type="checkbox"/> \$250		Change of Licence Level or Category
<input type="checkbox"/> \$50		Individual Name Change
<input type="checkbox"/> \$800	<input type="checkbox"/> \$750 Renewal	Secondary Managing Broker Licence Application
<input type="checkbox"/> \$_____		Pro-rated licensing fee for Personal Real Estate Corporation (see www.recbc.ca for fees)
<b>Brokerage Fees</b>		
<input type="checkbox"/> \$2000	<input type="checkbox"/> \$1450 Renewal	Licensing Application – Brokerage
<input type="checkbox"/> \$800	<input type="checkbox"/> \$750 Renewal	Licensing Application – Branch Office
<input type="checkbox"/> \$250		Change of Licence Level or Category
<input type="checkbox"/> \$50		Name or Address Change
<b>Other Fees</b>		
<input type="checkbox"/> \$_____	(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	

<p><b>Mailing Address</b> Real Estate Council of British Columbia 900-750 West Pender Street   Vancouver, BC Canada   V6C 2T8</p>	<p><b>Enquiries</b> 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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To avoid delays in the processing of your licence, please complete all applicable sections of the application in full. If any portion of the relevant licensing information is incomplete, the application will be returned for completion.

**Submit fees by MasterCard, VISA, money order or cheque made payable to the “Real Estate Council of BC.”**

**FIRST-TIME LICENCE APPLICATION**

**What to do:**

- Complete an **Application for Representative, Associate or Managing Broker Licence** form.
- All first-time trading services licensing applicants must be enrolled in the **Residential/Commercial Trading Services Applied Practice Course** in order to apply for their licence. Please submit your licence application promptly. A licence is required in order to complete the final Applied Practice Course components.
- Include an **original criminal record check** with your application. See attached page for details.
- Include a copy of government-issued **photo identification** with your application. See attached page for details.
- Forward all original documents in **one package** to the Council office via mail or courier. Do not email or fax your application.
- Licence applicants must be 19 years of age or older.
- 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.

**Fee: \$1800**

Includes:

Real Estate Council licensing & application fee	(\$650)
Superintendent of Real Estate assessment	(\$150)
Errors & Omissions Insurance assessment	(\$700)
Real Estate Compensation Fund assessment	(\$300)

All fees for two-year period on an anniversary date basis.

**NOTE:** Licence fees and Compensation Fund assessments are not refundable after licence issuance. If you surrender your licence in the first year of the licensing period, a refund of the second year errors and omissions insurance premium is available. If you withdraw your application for any reason prior to licence issuance, you are entitled to a refund less a \$60 non-refundable application fee.

**LICENCE RENEWAL**

**What to do:**

- Complete an **Application for Licence Renewal** online at [www.recbc.ca](http://www.recbc.ca) or an **Application for Representative, Associate or Managing Broker Licence** form.
- All renewal applicants must complete the Council’s **Relicensing Education Program (REP)** requirements and submit proof of completion of the applicable REP course(s) with their application.
- If the renewal application is not received at the Council’s office by the renewal due date, the application will be treated as a late renewal or a re-licence application.

**Fee: \$1450**

Includes:

Real Estate Council licensing & application fee	(\$600)
Superintendent of Real Estate assessment	(\$150)
Errors & Omissions Insurance assessment	(\$700)

**NOTE:** Licence fees and Compensation Fund assessments are not refundable after licence issuance. If you surrender your licence in the first year of the licensing period, a refund of the second year errors and omissions insurance premium is available. If you withdraw your application for any reason prior to licence issuance, you are entitled to a refund less a \$30 non-refundable application fee.

**LATE RENEWAL (unlicensed less than 90 days from licence expiry)**

**What to do:**

- Complete an **Application for Representative, Associate or Managing Broker Licence** form.
- Provide proof of completion of **Relicensing Education Program (REP)** requirements with your licence application.

**Fee: \$1500**

Includes:

Real Estate Council licensing & application fee	(\$650)
Superintendent of Real Estate assessment	(\$150)
Errors & Omissions Insurance assessment	(\$700)

**NOTE:** Licence fees and Compensation Fund assessments are not refundable after licence issuance. If you surrender your licence in the first year of the licensing period, a refund of the second year errors and omissions insurance premium is available. If you withdraw your application for any reason prior to licence issuance, you are entitled to a refund less a \$60 non-refundable application fee.

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

**Submit fees by MasterCard, VISA, money order or cheque made payable to the “Real Estate Council of BC.”**

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

**What to do:**

- Complete an **Application for Representative, Associate or Managing Broker Licence** form.
- 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.

**Fee:** \$250

Includes:

Real Estate Council licensing & application fee	(\$100)
Superintendent of Real Estate assessment	(\$150)

If you withdraw your application for any reason prior to licence issuance, you are entitled to a refund less a \$30 non-refundable application fee.

**LICENCE REINSTATEMENT APPLICATION (inoperative more than 90 days within a licence period)**

**What to do:**

- Complete an **Application for Representative, Associate or Managing Broker Licence** form.
- Include an **original criminal record check** with your application. Please see attached page for details.
- Include a copy of government-issued **photo identification** with your application. Please see attached page for details.
- Forward all original documents in one package to the Council office via mail or courier. Do not email or fax your application.

**Fee:** \$250

Includes:

Real Estate Council licensing & application fee	(\$100)
Superintendent of Real Estate assessment	(\$150)

If you withdraw your application for any reason prior to licence issuance, you are entitled to a refund less a \$30 non-refundable application fee.

**RE-LICENSING APPLICATION (unlicensed more than 90 days from licence expiry)**

**What to do:**

- Complete an **Application for Representative, Associate or Managing Broker Licence** form.
- Provide proof of completion of **Relicensing Education Program (REP)** requirements with your licence application, if applicable.
- Include an **original criminal record check** with your application. See attached page for details.
- Include a copy of government-issued **photo identification** with your application. See attached page for details.
- Forward all original documents in **one package** to the Council office via mail or courier. Do not email or fax your application.

**Fee:** \$1800

Includes:

Real Estate Council licensing & application fee	(\$650)
Superintendent of Real Estate assessment	(\$150)
Errors & Omissions Insurance assessment	(\$700)
Real Estate Compensation Fund assessment	(\$300)

All fees for two-year period on an anniversary date basis.

**NOTE:** Licence fees and Compensation Fund assessments are not refundable after licence issuance. If you surrender your licence in the first year of the licensing period, a refund of the second year errors and omissions insurance premium is available. If you withdraw your application for any reason prior to licence issuance, you are entitled to a refund less a \$60 non-refundable application.