

**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 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><i>(required)</i></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 – 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: 

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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)	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 Legal Update REP course related to a real estate service I provide, 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"/> \$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)
<b>Brokerage Fees</b>		
<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
<b>Other Fees</b>		
<input type="checkbox"/> \$ _____	(describe) _____	

**CREDIT CARD INFORMATION**

Credit card #	Expiry date MM/YY	
Cardholder Name	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 style="text-align: center;"><b>Mailing Address</b></p> <p style="text-align: center;">Real Estate Council of British Columbia 900-750 West Pender Street   Vancouver, BC Canada   V6C 2T8</p>	<p style="text-align: center;"><b>Enquiries</b></p> <p style="text-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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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: \$1660

#### Includes:

Real Estate Council licensing & application fee	(\$510)
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 **Legal Update** course 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: \$1330

#### Includes:

Real Estate Council licensing & application fee	(\$480)
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: \$1360

#### Includes:

Real Estate Council licensing & application fee	(\$510)
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:** \$230

Includes:

Real Estate Council licensing & application fee	(\$80)
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:** \$230

Includes:

Real Estate Council licensing & application fee	(\$80)
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:** \$1660

Includes:

Real Estate Council licensing & application fee	(\$510)
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.

Please ensure that the police department or RCMP detachment completing the criminal record check is made aware of the following:

1. The criminal record check must provide search results for both convictions and charges before the courts. A certified criminal record check obtained via fingerprints is not required in most cases. However, if you have a conviction that is not detailed on the criminal record check, you may be required to obtain a more detailed check (see 'I have a criminal record,' section below).
2. This criminal record check is required for licensing purposes. A vulnerable sector search is not required.
3. If the criminal record check requires you to indicate who the information will be shared with, please specify "Lisa Kern, Senior Licensing Supervisor at the Real Estate Council of BC."

If you require additional information, please call the Council's licensing department at 604-683-9664, or toll-free in BC at 1-877-683-9664.

## FREQUENTLY ASKED QUESTIONS

### Am I required to provide a Criminal Record Check?

The Council requires that you obtain an original local criminal record check and submit it with your licence application if you are a:

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

The Council may require a criminal record check from any licence applicant when the Council deems it appropriate.

### How do I obtain a Criminal Record Check?

Your criminal record check must be completed by either the police department or RCMP detachment where you live, or by a division of the Canadian Corps of Commissionaires.

- Before you visit a police, RCMP, or Commissionaires office, contact them to confirm their hours of operation, fees, and the methods of payment accepted.
- Bring photo identification to verify your identity.
- Print this page and take it with you; it explains that you require a criminal record check for licensing purposes.
- If the criminal record check requires you to indicate who the information will be shared with, please specify "Lisa Kern, Senior Licensing Supervisor at the Real Estate Council of BC."
- If you are aware of a conviction, charge, or incident with the police on your record, obtain your criminal record check from your local RCMP or police department. The Commissionaires will mark your criminal record check as "Rejected," which the Council cannot accept for licensing purposes.

### What if I live outside of BC?

Criminal record checks must be from Canada unless otherwise requested or approved by the Council.

If you have lived in a country other than Canada for a significant period within five years of the date of your application, you may be required to provide a criminal record check from that country.

If you live in a province other than BC, follow the procedures outlined on this page with the municipal police agency or RCMP detachment in your community, or a division of Commissionaires. Contact the Council's office if you have questions about obtaining a criminal record check in your province.

### When should the Criminal Record Check be completed?

Make sure your criminal record check is completed within **90 days** of the date the Council receives your application. If the criminal record check is more than 90 days old, you must have a new check completed.

### Will the Council accept a copy of a Criminal Record Check?

No. The Council only accepts an original criminal record check. Do not send a photocopy. Send your application and the original criminal record check to the Council office in **one package** via mail or courier. Do not email or fax your application.

### I have a criminal record. How do I obtain a Criminal Record Check to verify outstanding charges or convictions?

Depending on the RCMP or police department that completes your criminal record check, details of offence(s) may or may not be included. If your criminal record check indicates that you may have a criminal record (conviction) and does not contain detailed information regarding your offence(s), the Council also requires an **original Certified Criminal Record Check**. This differs from a local criminal record check and you must be fingerprinted in order to obtain it. You must submit both the local criminal record check and the Certified Criminal Record Check to the Council.

- Check with your local RCMP or police department well in advance of submitting your licence application, as the process may take some time. The Certified Criminal Record Check must be dated **within 90 days** of the date the Council receives your licence application.
- If the search indicates that you may have a current charge against you, in addition to the original criminal record check, you must also provide full details and include court documentation on your licence application form.
- 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.
- If you are aware of a conviction, charge, or incident with the police on your record, you must obtain your criminal record check from your local RCMP or police department. Commissionaires will mark your criminal record check as "Rejected," which the Council cannot accept for licensing purposes.

## Am I required to provide photo ID with my application?

The Council requires that you obtain a copy of a piece of valid government-issued photo identification and submit it with your application to the Council if you are a:

- First-time licence applicant.
- Re-licence applicant (you have been unlicensed for more than 90 days after licence expiry).
- Reinstatement licence applicant (you have been unlicensed for more than 90 days within licence period).
- Director/officer or partner applicant who is not currently licensed or has not been licensed or registered as a director/officer or partner under *the Real Estate Services Act* in the last 90 days.

The Council may require a piece of government-issued photo identification from any licence applicant when the Council deems it appropriate.

## What kind of identification is acceptable?

The photo identification that you provide must:

- have been issued by a provincial or territorial government of Canada, by the Government of Canada, or by another state or federal government;
- be valid (not expired) at the time it is provided, *or*
- if the photo identification does not have an expiry date, must have been issued within the last 5 years; and
- must contain your full legal name.

Please ensure that your full legal name on the photo identification exactly matches the full legal name provided on your criminal record check and on the application form you submit.

Acceptable forms of identification include:

- Motor Vehicle Driver's Licence,
- Passport,
- Nexus Card,
- Canadian Citizenship Certificate Card,
- Permanent Resident Card, and
- Certificate of Indian Status Card.

The copy of the photo identification you submit with your application must be clear and legible. If you wish to provide a form of photo identification that is not listed above, please email [lic@recbc.ca](mailto:lic@recbc.ca). The use of other forms of identification must be pre-approved by the Council.

## When should the photo identification be submitted?

Submit the copy of your valid government-issued photo identification along with your licence application package to the Council.

Licence applications that do not include a copy of valid photo identification will not be processed.

## Will the Council accept a black and white copy of my photo identification?

The Council recommends that you submit a colour photocopy of your valid government-issued identification.

The Council will accept grayscale photocopies as well, as long as they are clear and meet the requirements for valid, government-issued photo identification.