



**Real Estate Council
of Ontario**

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MyWeb: <https://myweb.reco.on.ca>



FOR OFFICE USE ONLY

Approved By:	Date:
Registration No.:	
Scanning Code	
NEW <input type="checkbox"/>	RST <input type="checkbox"/>
CAT <input type="checkbox"/>	

For office use only – Date received

Important: PRINT or TYPE all information in BLACK INK

Form ANRBS/July 2014

Application for New/Reinstatement: Broker/Salesperson

All new applicants and reinstatements over 60 days must submit a current, original Canadian Criminal Record Check with this form.

SECTION A

Type of Application:

- New Registration
- New Registration - Previously/Currently
Registered in Another Province/Territory
- Reinstatement of Previous Registration

Registration Category (Check One):

- Salesperson under the *Real Estate and Business Brokers Act, 2002*
- Broker under the *Real Estate and Business Brokers Act, 2002*

Last Name		Full First Name		Birth Date			Sex	
				YEAR	MONTH	DAY	<input type="checkbox"/> M	<input type="checkbox"/> F
Middle Name		Trade Name <i>(See page 3 for Completion Instructions)</i>						
Residence Address - <i>(If R.R.: Give Lot, Concession No. & Township) (Street Number & Name)</i>				Apt. or Suite		Residence Telephone No.		
City	Province	Postal Code	E-mail Address			Fax No.		
Address for service in Ontario <i>(If different from Residence Address. Must be a street address)</i>				Apt. or Suite		Telephone No.		
City	Province	Postal Code	E-mail Address			Fax No.		

SECTION B

Provide employment history for previous 2 years, including a description of any period in which you were not employed.

Name and Address of Employer (If applicable)	Description of Activity such as type of work / position / school / travel, etc	Period (previous 2 years)	
		From (yr/m/d)	To (yr/m/d)

SECTION C

Please review the **Completion Instructions on Page 3**, before answering YES or NO to the following questions. If you answer yes to any question and have not previously disclosed in writing, you must do so now. If you have previously disclosed this information please indicate "already on file" beneath the corresponding question. **(Refer to Completion Instructions on Page 3).**

- (a) Are you a Canadian Resident who is a Canadian Citizen? Yes No

(b) Are you a Canadian Resident who is a Landed Immigrant? *(If yes, refer to Page 3 for Completion Instructions.)* Yes No
- Are you, or will you be, engaged or employed in any other business, occupation or profession? *(If yes, refer to Page 3 for Completion Instructions.)* Yes No
- Are you a partner, officer, director or shareholder in any other registered real estate business? *(If yes, refer to Page 3 for Completion Instructions.)* Yes No
- Are you now or have you been involved in personal bankruptcy and/or been an officer, director or majority shareholder of a corporation which has been declared bankrupt or insolvent, or is presently a party to bankruptcy or insolvency proceedings? *(If yes, refer to Page 3 for Completion Instructions.)* Yes No
- Are there any unpaid judgments and/or unpaid debts outstanding against you? *(If yes, refer to Page 3 for Completion Instructions.)* Yes No
- Have you had a registration and/or licence or professional status of any kind refused, suspended, revoked, or cancelled and/or have you been involved in any proceeding during which you resigned a registration or licence or professional status of any kind, or are there any proceedings pending? *(If yes, refer to Page 3 for Completion Instructions.)* Yes No
- Are there currently any charges pending, or have you been found guilty, pleaded guilty to, or been convicted of an offence under any law? *(If yes, refer to Page 3 for Completion Instructions.)* Yes No



SECTION D (For New Registrants Only)

The Residential Real Estate Transaction or The Commercial Real Estate Transaction course in support of this application must have been completed within 12 months of application date. Please see Page 4 for Requirements for Reinstatements.

SECTION E (For New Registrants from Other Provinces/Territories Only)

- The Interprovincial Challenge Examination transcript must be included with this application.
- Original copy of your registration and disciplinary history from the licensing body in your current or previous province/territory must be included with this application.
- Please see Page 4 for Completion Instructions - Section E

SECTION F

NOTICE & CONSENT

Any person completing and/or signing and/or submitting this form and any attachments or accompanying answers, schedules, documents, records, statements or returns, either written or oral, ("accompanying documentation") is hereby notified that the Real Estate Council of Ontario ("RECO") may verify the information on this form or the accompanying documentation, and in so doing, may request or collect additional information from, communicate with, disclose any such information to government and non government bodies (which may include trade associations, designated education organizations and providers, and past, present, and prospective employers). You are notified that any information so collected or communicated will be for purposes that include, but are not limited to:

1. Determining an applicant's eligibility for registration or continued entitlement to registration under the *Real Estate and Business Brokers Act, 2002* and its regulations and including any amendments or successor legislation ("REBBA 2002"), ensuring compliance under REBBA 2002, dealing and/or handling complaints and inquiries under REBBA 2002;
2. Purposes consistent with the Safety and Consumers Statutes Administration Act, 1996 and its regulations, RECO's purposes and obligations under the Canada Corporations Act and its regulations, RECO's Letters Patent and its corporate by-laws, and the Administrative Agreement;
3. For any other purpose consistent with the administration of REBBA 2002, consumer protection, protecting the public, and/or verification of an applicant's association or membership with trade/professional associations, registration history, including status, dates, employer's name and business address.

I understand and consent that as part of the above process, RECO may, at any time and from time to time, make inquiries and/or obtain searches of government, regulatory, discipline, or law enforcement records and databases, a record of offences, a record of judgments, financial institution records, or consumer reports. I further understand and consent that, RECO may, at any time and from time to time, during my registration cycle make additional inquiries and/or obtain additional searches of government, regulatory, discipline, or law enforcement records and databases, a record of offences, a record of judgments, financial institution records, or consumer reports.

I am aware that RECO is obligated to disclose information in accordance with law and is bound by REBBA 2002, including sections 44 and 48 of REBBA 2002 and sections 11 and 27 of the Regulation (General) under REBBA 2002.

By completing or signing or submitting this form and any of the accompanying documents, I consent to RECO verifying, requesting, collecting, communicating, disclosing, using, and maintaining such information in the manner provided above.

If you have any questions concerning the collection or disclosure or use of any information, please contact RECO.



SECTION G

WARNING – IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION ON THIS APPLICATION

APPLICANT'S SIGNATURE

APPLICANT	Signature of Applicant	Registration No.	Date
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CERTIFICATE OF EMPLOYER

EMPLOYER	<i>I hereby certify that I have personally reviewed this application (after being completed and signed by the applicant) with the applicant and declare that the information given by the applicant is to the best of my knowledge and belief true, and request that registration be granted.</i>		
	Registered Name of Employer	Registration No.	
	Name of Authorized Signing Official (Please Print)	Signature	
	Title	Date	

COMPLETION INSTRUCTIONS – SECTION A

Individuals may elect to trade in real estate using just one or more of your legal given names in the correct order, a recognized short form of one of your legal given names, an anglicised version of your legal given name (an affidavit is required in support of this option) followed by your legal surname.

COMPLETION INSTRUCTIONS – SECTION C

Question 1 (b)	If you answered yes, you must submit a copy of your Landed Immigrant Status papers, IMM1000 or a copy of your Permanent Resident cards (copy of front and back).
Question 2	If you answered yes, the information required includes: <ol style="list-style-type: none"> 1. The full name of the business as well as the position held and the nature or description of the business, occupation or profession. 2. If the other employment involves activity that falls under the definition of "trade" found in the Act, you must provide a copy of the complete job description supplied by the employer.
Question 3	If you answered yes, you must submit full particulars on a signed and dated statement.
Question 4	If you answered yes, you must submit full particulars on a signed and dated statement, along with a copy of the following documents: <ul style="list-style-type: none"> • Form 69: Assignment of Bankruptcy • Form 79: Statement of Assets, Liabilities • Form 65: Monthly Income & Expense Statement • Form 84: Certificate of Discharge (If applicable)
Question 5	If you answered yes, you must submit a copy of each judgment and other such documents pertaining to outstanding debts against you (example; garnishments, requirements to pay, writs of execution etc.). State the amount outstanding and repayment arrangements on a separate sheet. You must also submit full particulars regarding the circumstances that led to the matter(s) on a signed and dated statement.
Question 6	If you answered yes, you must submit full particulars on a signed and dated statement. A driver's abstract may be required in the case of a suspension.
Question 7	All new applicants and reinstatements over 60 days must submit a current, original Canadian Criminal Record Check (must be dated within 6 months of submission of application) as well as anyone that answers "yes". If "yes" is indicated individuals must also submit the full particulars on a signed and dated statement. This does not include municipal parking violations or minor Highway Traffic Act offences unless your driver's license was suspended. This includes a charge where a conditional discharge or an absolute discharge has been granted.



COMPLETION INSTRUCTIONS – SECTION D

Education Requirements For Reinstatement Of First Time Salespersons

Registrants within the first two-year registration cycle under REBBA 2002 immediately prior to the termination of registration must successfully complete three additional educational courses designated by the registrar before making an application for reinstatement of registration. The courses are as follows: Real Property Law, The Commercial Real Estate Transaction or The Residential Real Estate Transaction course not completed for initial registration and one of four elective courses.

Failure to fulfill these educational requirements is a breach of Reg. 579/05, s.2(1), and your application will not be processed until the educational requirements are met.

Continuing Education Requirements for Reinstatement

As of August 1, 2013, registrants must complete one of the following options prior to submitting an application to reinstate a registration.

- Complete the new online Continuing Education Program via MYWEB, consisting of either the Residential or Commercial Update course, as well as two of the available online electives.

OR

- Complete the requirements of the original continuing education program, consisting of either the Residential or Commercial Update course, plus one CE credit for each additional month or partial month you were registered during your last registration cycle, prior to submitting an application to reinstate your registration. The Residential Update Course or Commercial Update Course must not have been declared on a prior application to RECO, and as of August 1, 2013 will only be available online via MYWEB. Your last registration cycle runs continuously from the commencement of the last renewal/reinstatement date of registration until the date the registration was terminated.

For more information regarding the continuing education requirements to apply to reinstate registration, please contact education@reco.on.ca.

COMPLETION INSTRUCTIONS – SECTION E

Requirements For New Registrants Previously/Currently Registered in Another Province/Territory

For more information on qualifying jurisdictions and the Interprovincial Challenge Examination please visit RECO's website www.reco.on.ca.

A copy of the transcript confirming successful completion of the Interprovincial Challenge Examination is required in support of this application.

An original copy of your registration history and verification of any disciplinary action, or the absence of same, received from the regulatory body in your current or previous province/territory is required in support of this application.

Applications received WITHOUT the applicable transcript and registration/disciplinary history will not be processed.

ERRORS & OMISSIONS

Failure to pay the Errors and Omissions Insurance that will be invoiced to you will be a breach of REBBA 2002 and will result in the loss of registration under REBBA 2002 and your right to trade in real estate.

REGISTRATION FEES

Payment can be made by Cheque, Bank Draft, Money Order, Visa or MasterCard made payable to the "Real Estate Council of Ontario".

DO NOT SEND CASH BY MAIL

FEES: Broker \$350 Salesperson \$350

EFFECTIVE APRIL 1, 2010, SALESPERSON FEE INCREASED TO \$350.

There will be an additional service charge of \$35.00 for any returned cheques.

IF FURTHER ASSISTANCE IS REQUIRED, PLEASE CONTACT RECO AT 416-207-4800 OR TOLL FREE AT 1-800-245-6910

PLEASE E-MAIL (registration@reco.on.ca) OR FAX THE COMPLETED APPLICATION TO RECO.



DECLARATION OF CONTINUING EDUCATION - REINSTATEMENT ONLY

IMPORTANT INFORMATION

- This declaration form must be submitted along with an application to renew registration. Applications received WITHOUT a properly completed and signed declaration form will not be processed.
- You must complete the Residential Update Course or the Commercial Update Course and either 18 elective CE credits from accredited providers or the new Continuing Education program available online as of August 1, 2013.
- Failure to fulfill the continuing education requirements is a breach of Regulation 579/05 and your application cannot be processed, resulting in loss of registration under the *Real Estate and Business Brokers Act, 2002*, and loss of your right to trade in real estate.

INSTRUCTIONS

1. The Residential Update Course or the Commercial Update Course must be declared by all registrants/applicants by completing the applicable section(s) below.
2. If you are declaring successful completion of the new Residential Update Course or the Commercial Update Course **PLUS 2** electives delivered online by RECO, you must complete sections A & B.
3. If you are declaring successful completion of 18 elective credits offered under the current continuing education program, you must also declare successful completion of the Residential Update Course or the Commercial Update Course either the current course delivered by OREA, or the new online course delivered by RECO. You must then complete sections A & C.

Last name	First name	Middle name
RECO Registration No.:		OREA Student No. (OPTIONAL):

SECTION A – RESIDENTIAL UPDATE COURSE OR COMMERCIAL UPDATE COURSE COMPLETION

COMPLETION DATE:	YEAR / MONTH / DAY
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SECTION B – ELECTIVE COURSES DELIVERED BY RECO

I have completed a minimum of 2 online elective courses through the new MCE Program Yes No

SECTION C – APPROVED CONTINUING EDUCATION COURSES

Course/Seminar Title	Name of Education Provider	Date Course / Seminar Completed (Year/Month/Day)	CREDITS
		YEAR / MONTH / DAY	
		YEAR / MONTH / DAY	
		YEAR / MONTH / DAY	
		YEAR / MONTH / DAY	
		YEAR / MONTH / DAY	
		YEAR / MONTH / DAY	
		YEAR / MONTH / DAY	

Credits carried forward from a previous reporting period (if any). NOTE: Additional external credits reported on this renewal WILL NOT be carried forward into the new MCE Program

Total Credits (24 credits = Residential Update Course or Commercial Update Course 6 credits + 18 credits from external courses under previous CE program)

DECLARATION

I declare that I have taken and completed the courses/seminars listed above and, upon request, I will furnish RECO with evidence of having taken any or all of the courses/seminars listed in this Declaration. **I also declare that I have not previously reported these courses on any Declaration.** This Declaration forms part of the Application for Renewal and is subject to all notices, consents, penalties, and other provisions contained therein or applicable to such Application by means of statutory or other legal requirements.

_____	_____
Signature	Date



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CREDIT CARD PAYMENT

**PLEASE NOTE THAT INCOMPLETE CREDIT CARD PAYMENT FORMS CANNOT BE PROCESSED.
 PLEASE ENSURE THAT ALL FIELDS ARE COMPLETED IN FULL TO ENABLE US TO PROCESS YOUR APPLICATION.**

PAYMENT INFORMATION

Name(s) of applicants	Registration number	Fee

CREDIT CARD INFORMATION

Check appropriate box: VISA MASTERCARD

Cardholder's name: _____

Card No. - - -

Expiry Date: _____ / _____
Month Year

Signature: _____ Date: _____

E-mail: _____

Please note: the email address provided on this form will replace the one currently on file with the RECO (if applicable) and will be utilized as the primary email address for all future electronic communications. Should you wish to amend the address in the future you may do so by visiting My Web and making the necessary amendments.