



# ASSOCIATE/ASSOCIATE BROKER APPLICATION FOR REGISTRATION

Use only for reinstatement, transfer & renewal

**2014/2015**

Effective August 1, 2014

350, 4954 Richard Road SW, Calgary, AB T3E 6L1  
 Phone: (403) 228-2954 or 1-888-425-2754  
 Fax: (403) 228-3065 Web: [www.reca.ca](http://www.reca.ca)

## A. INDUSTRY AND CLASS OF LICENCE

- Real estate associate     
  Real estate associate broker     
  Mortgage associate

## B. INDIVIDUAL INFORMATION

<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms.	1. Last name	2. Legal first name	3. Legal middle name(s) <i>(initials not acceptable)</i>	
4. All previous legal names & other names by which you are/ have been known <i>(including maiden and married names)</i>			5. Birth date <i>(mm/dd/yyyy)</i>	
6. Primary email address <i>(You must provide an email address. Email is RECA's primary method of communication.)</i>				
7. Residential address <i>(municipal address or legal land description required)</i>		8. City	9. Prov/State	10. Postal/Zip code
11. Mailing address <i>(if different than above)</i>		12. City	13. Prov/State	14. Postal/Zip code
15. Primary phone number		16. Alternate phone number		17. Fax number <i>(optional)</i>

## C. INFORMATION RESPECTING SUITABILITY

These questions apply only to any and all situations and/or events that have taken place since the date of your last application *or* since the date of your last notification to the executive director pursuant to s. 40(1) of the *Real Estate Act Rules*.

Please read the questions carefully and answer them accurately and truthfully. *Note: If you are unsure of any question, or are unsure how these questions apply to a publicly traded company of which you are or were a majority shareholder, contact RECA.*

18. If you or any corporations for which you are or were a shareholder, director or officer or for any partnerships in which you are or were a partner:
- a) have been refused a licence, registration or authorization of any kind by any regulatory body of any kind other than RECA in any jurisdiction?  Yes  No
  - b) have withdrawn, received a lifetime ban or had any licence, registration, or authorization suspended, cancelled or revoked by any regulatory body of any kind other than RECA in any jurisdiction?  Yes  No
  - c) have been fined, sanctioned or disciplined by any professional, occupational or trade association or by any regulatory body of any kind other than RECA in any jurisdiction?  Yes  No

- d) have been or are the subject of a judgment or order related to misrepresentation, theft, fraud, breach of trust or the provision of products or services?  Yes  No
- e) have been or are the subject of any bankruptcy, insolvency or receivership proceedings?  Yes  No
- f) have been or are the subject of a criminal investigation or criminal proceedings, or have been charged with a criminal offence, or have participated in the Alternative Measures Program, or have been found guilty or convicted of any offence under any law of any jurisdiction, excluding provincial or municipal highway offences?  Yes  No

#### D. REQUIREMENTS FOR POSITIVE SUITABILITY RESPONSE(S)

If any of the questions in Section C. are answered 'YES', a sworn statement in your own words fully describing the event(s) must be forwarded to RECA along with this application. Copies of all relevant documentation must also be forwarded to RECA unless previously provided. The executive director may require further information be submitted within a specified time and may require verification by affidavit or otherwise of any information submitted then or previously.

#### E. AUTHORIZATION & ACKNOWLEDGEMENT

I authorize RECA to verify any information pursuant to this application from any source. I acknowledge that I am responsible for any costs incurred for such verification.

In making this application, I consent to RECA's collection, retention, use, and disclosure of my personal information for licensing and all regulatory purposes in relation to the administration of the *Real Estate Act* (the Act) and in accordance with the *Personal Information Protection Act*.

#### F. SUBSCRIPTION STATEMENT – ERRORS & OMISSIONS INSURANCE *\*Real estate professionals only*

I acknowledge an application for authorization as a real estate associate/associate broker will require that I subscribe to the Real Estate Insurance Exchange (REIX) and become a party to the REIX Subscription Agreement. I acknowledge that I am aware there are rights and obligations created by this Subscription Agreement, and I agree to be bound by the terms of the Agreement and the Insurance Policy issued by REIX. I appoint REIX as my attorney and grant the attorney powers as set out in Appendix A to the REIX Subscription Agreement.

#### G. RESPONSIBILITIES

I understand and accept the duties and responsibilities of an associate/associate broker as set out in the *Act* and the Rules made pursuant to the *Act* (the Rules). I am aware that as a professional I must follow all standards of practice and comply with the *Act*, the Rules, and laws that apply to a professional authorized to trade in real estate or deal in mortgages in Alberta.

I acknowledge my obligation to familiarize myself with the laws of Alberta as they apply to the business of an industry professional, only engage in work or provide services in which I am authorized and competent to do so, and abide by any terms, restrictions and conditions that may be imposed upon or after the issuance of an authorization.

I will immediately notify the executive director in writing of any changes in the information provided to the executive director in support of this registration application that occurs during the application process or after the authorization is issued (including changes to my email address).

## H. DECLARATION

I have read and understand all questions and statements contained in this application. I have taken all the necessary steps to ensure the information and answers I provided in this application are accurate. The information and answers I provided in this application are true and complete. I make this declaration conscientiously knowing that it is of the same force and effect as if it was made under oath.

I acknowledge that providing false information to the executive director may result in the refusal, suspension or cancellation of an authorization and is conduct deserving of sanction.

Signature

Date

## I. BROKER ACKNOWLEDGEMENT *\*must be completed after Section H. has been completed*

1. I have reviewed and discussed with the applicant his/her responses to the suitability questions contained in Section C. of this application. I have also discussed with them the consequences of providing false or misleading responses.
2. Select one:
  - I have reviewed the applicant's photo identification and can confirm that the individual applying for registration is the same person named within the photo identification. I have also reviewed the applicant's birth certificate OR citizenship card and can confirm that the individual's name on this application is identical.
  - The applicant was previously registered with our brokerage. I personally know the applicant and confirm that the applicant is the person making the renewal application.
3. The information contained within this application will be accurately and fully inputted into the online licensing system.

Upon receipt of confirmation of authorization the individual named above will be employed or associated with the brokerage indicated below.

Brokerage name

Broker/broker delegate name *(please print)*

Brokerage phone number

Broker/broker delegate signature

Date

## J. FEES *\*To be completed only if application is being sent to RECA for processing*

RECA will only consider an application when the required fees have been deposited to the brokerage's online licensing account.

I confirm that the fees have been deposited to the brokerage's online licensing account for this application.

Yes