

2025 Real Estate Brokerage Data Call

Submission and Troubleshooting Guide

January 2025

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Overview

This document provides a step-by-step guide on how to submit Home Buyer Rescission Period (HBRP) and Transaction Data for the 2025 Real Estate Brokerage Data Call. It also includes answers to frequently asked questions and tips on how to resolve common issues.

General Information

Who needs to report?

All brokerages licensed to provide trading services are required to provide a submission, regardless of whether they have any transactions or rescissions to report. This includes brokerages that only provide strata and/or rental services but hold a trading service license.

What needs to be reported?

- Residential Real Estate Transactions – All sales of [residential property](#) with a [firm date](#) between February 16, 2025 – March 15, 2025 where the brokerage provided services to the seller (listing brokerage only).
- HBRP – All rescissions that occurred in 2024 (January 1 – December 31, 2024) where the brokerage provided services to the seller (listing brokerage only).

When can I make a submission?

You can make a submission when the data call opens (Feb 16, 2025) and when you receive your service request email. Submissions are due on or before March 31, 2025.

How do I make a submission?

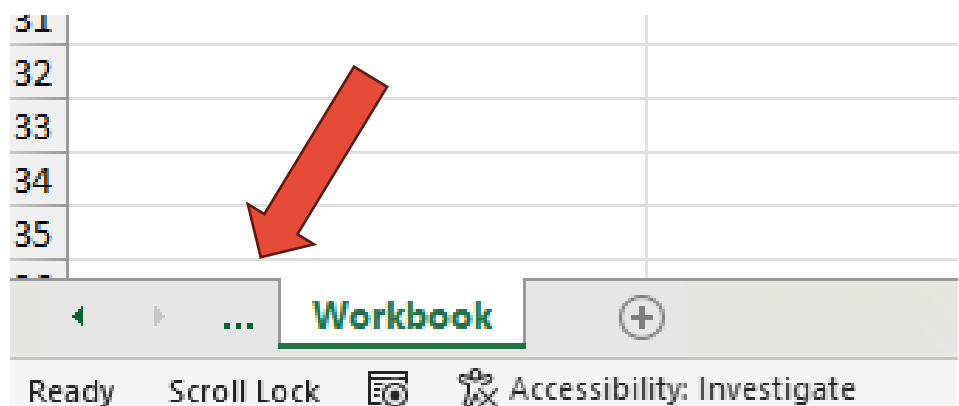
Data must be entered into a BCFSA workbook and must be uploaded into the IRIS portal. [Nil submissions](#) do not require a workbook, but they still must be reported via IRIS.

How to Complete the Workbook*

- 1. Download the HBRP and Transaction Data workbooks to your device using the links below. The workbooks can also be found on the BCFSA website or in the IRIS service request.

[HBRP Data Workbook](#)
[Brokerage Transaction Data Workbook](#)

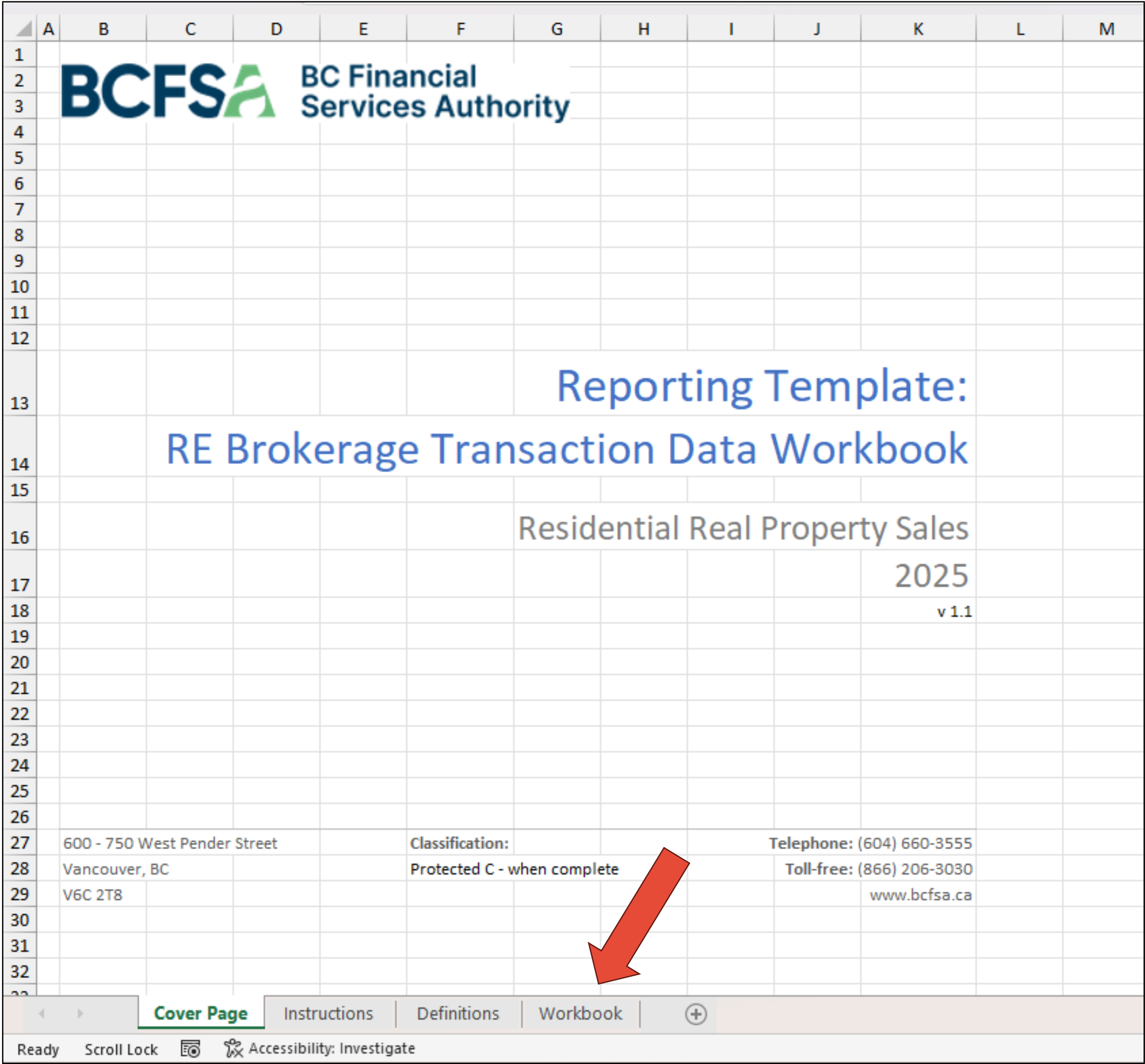
- 2. The workbooks contain four tabs – the “Instructions” and “Definitions” tabs include additional information about the Data Call process and the data fields.
 - If the tabs don’t automatically appear when you open the workbook, click the “...” next to one of the tabs



- 3. Once you have read the instructions, go to the “Workbook” tab to enter your data.



* The process is the same for both the HBRP and Transaction Data Workbooks



How to Complete the Workbook

- 4. Fill in the data in the corresponding workbook (one transaction or rescission per row).
- 5. Make sure to follow the formatting instructions and guidelines included in the workbook.
- 6. Don't forget to scroll right to fill out all data fields.
- 7. Save and close when complete.

TIP: When saving, include the data type (HBRP or Transaction) in the file name. This will help ensure you are uploading the right workbook into IRIS.

	A	B	C	D	E	F	G	H	I
	Real_Estate_Board	Property_Identifier	Unit_Number	Street_Address	Municipality	Postal_Code	Listing_Agreement _Date	List_Price_On_Date_Of_ Offer_Acceptance	Date_Of_Offer_Acceptance
1									
2	VREB	01234567	15A	20 36 Street	Victoria	V8Y 9R1	2025-01-01	1,100,000.00	2025-02-20
3	VREB	02239875		15 Brown Road	Saanich	V8Y G7	2024-11-09	850,000.00	2025-01-30
4	VREB		137	90 Richard Avenue	Victoria	V9J 8F7	2025-02-20	2,000,000.00	2025-03-01
5									
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7									
8									
9									
10									
11									
12									
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35									

Property Identifier
Provide the 9 digit parcel ID
for the subject property (no
spaces or dashes).

If there is more than one PID
for the transaction, please
only enter one PID.

Scroll right

IRIS Submission Process

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1. All trading services brokerages will receive an HBRP and Transaction Data service request (two separate requests) via email at the start of the Data Call. Click the link in the email to access the submission process.
 - Alternatively, you can login to [IRIS](#) directly and find the service requests on your dashboard.
2. Once you open the service request, read the introduction page and press “Start” when you are ready to continue.

2025 Real Estate Brokerage Transaction Data Call - SR079171

Introduction Upload File & Process Validation Status



BC Financial Services Authority is collecting residential sales data from real estate trading services brokerages for the period between February 16, 2025, to March 15, 2025.

The data call is **mandatory** and all brokerages that are licensed to provide trading services are required to provide a submission by **March 31, 2025**, even if they do not have any residential sales to report. Failure to respond to the 2025 Data Call may result in the issuance of an administrative penalty to the brokerage.

How to make a submission

- Please download the [Brokerage Transaction Data Call 2025 Workbook](#) (Excel format).
- Enter the required transaction information for your brokerage in the template.
- Save the file.
- Attach and submit the completed file on the next page.

Detailed instructions on how to complete the workbook can be found on [BCFSA's website](#) and in the workbook itself. Please read the instructions thoroughly before completing the workbook.

If you do not have any transactions to report, you do not need to complete a workbook but you must indicate that you have nothing to report on the next page.

Response to the 2025 Data Call is **mandatory** for all trading services brokerages. [Section 93.1 of the Real Estate Services Rules](#) ("Rules") requires licensees to provide records and information pursuant to requests by the Superintendent and in accordance with the requirements specified by the Superintendent. Section 93.1 is a Category A designated contravention pursuant to [section 26 of the Rules](#), and is subject to an administrative penalty of \$1,000 for a first contravention and \$2,000 for any subsequent contravention under [section 27 of the Rules](#).

Sector

Real Estate

Type

Data Call

Organization

Test Policy Group Brokerage - BP

Due Date

2025-01-02



Start

IRIS Submission Process – No Data to Report

3. If you have no transactions or rescissions to report, check the corresponding box and select “Next”.
4. Your submission will be filed. No further action is required.

2025 Real Estate Brokerage Transaction Data Call - SR079171

Introduction ✓

Upload File & Process

Validation Status

i Please select the completed template to upload for validation below. Your file will then be validated and checked for any errors. Please note that this can take up to 10 minutes.

You will receive an email notification after the validation is complete:

- If errors are found, you will need to correct the errors in your file, then return to this page and upload the corrected file. Please note that if you still see this message, you may need to wait up to 10 more minutes for this page to display any results.
- If no errors are found, the validation was successful and your service request will be automatically submitted. Your data call submission will then be complete.

If you have no transactions to report, please check the box below.

☒ Check here if you have no transactions to report

You have indicated that you have no transactions to report. If this is correct, please click on 'Next', below.

Previous

Next

IRIS Submission Process

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5. If you have transactions or rescissions to report, click “Choose File” and select the corresponding completed workbook from your device.

Tip: Double check that you are uploading the correct workbook and that the workbook (HBRP or Transaction) matches the name of the service request.

6. Select “Next.”

2025 Real Estate Brokerage Transaction Data Call - SR079192

Introduction ✓

Upload File & Process

Validation Status

i Please select the completed template to upload for validation below. Your file will then be validated and checked for any errors. Please note that this can take up to 10 minutes.

You will receive an email notification after the validation is complete:

- If errors are found, you will need to correct the errors in your file, then return to this page and upload the corrected file. Please note that if you still see this message, you may need to wait up to 10 more minutes for this page to display any results.
- If no errors are found, the validation was successful and your service request will be automatically submitted. Your data call submission will then be complete.

If you have no transactions to report, please check the box below.

☐ Check here if you have no transactions to report

Choose File No file chosen

Please choose a file to upload.

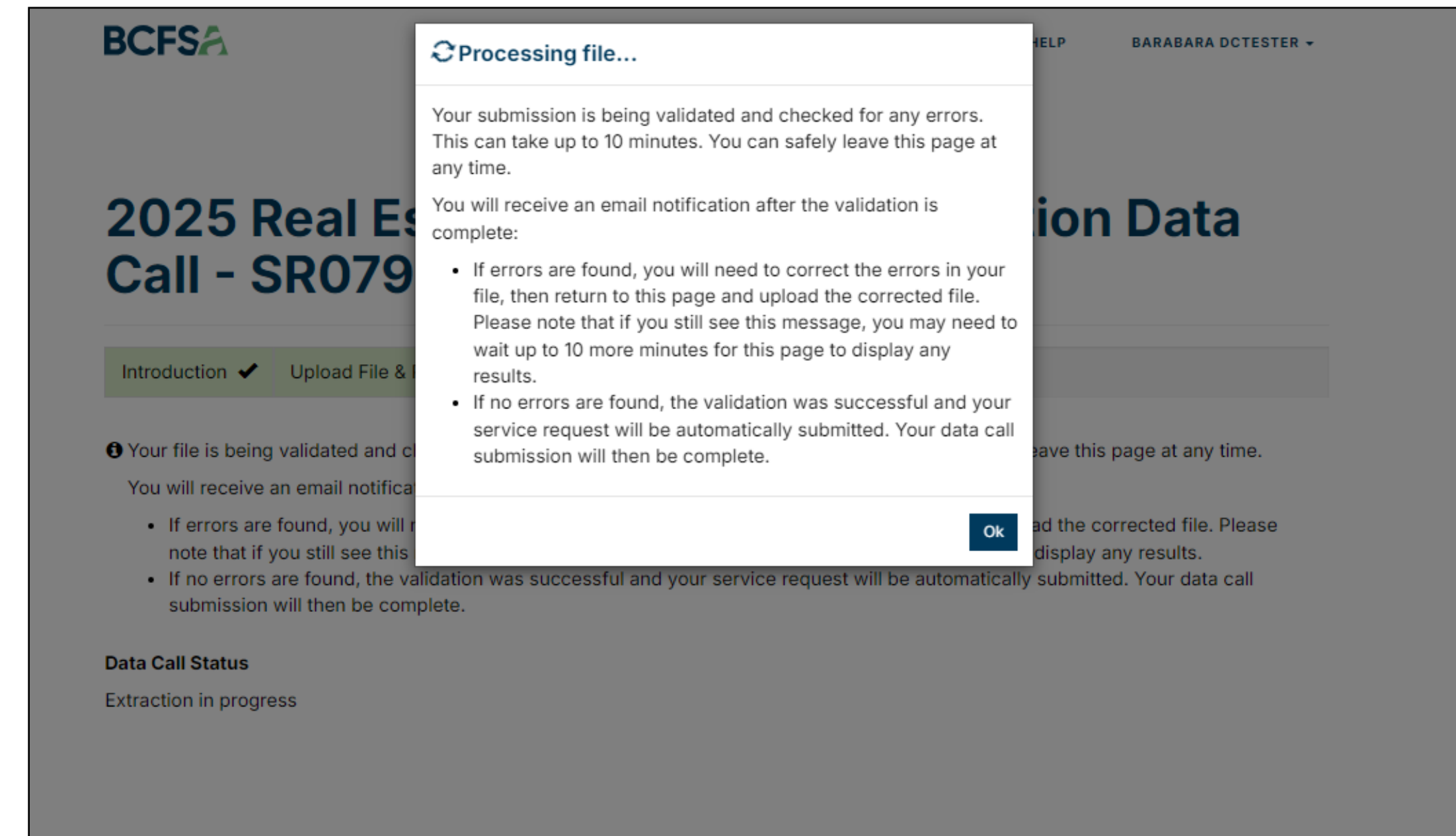
Previous

IRIS Submission Process

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7. Your workbook will be reviewed and checked for errors. This can take up to 10 minutes.
8. You will receive an email after the review is complete. The email will confirm whether:
 - 1) There were no errors and your submission is complete. No further action required.
 - 2) Errors were found. You must fix the errors and resubmit the workbook.

Tip: If you do not receive a confirmation email, it is strongly recommended that you log into IRIS on/before March 31 to confirm that the workbook uploaded successfully.



Navigating Data Submission Errors

- 1. If your workbook has errors, that means the data did not follow the required formatting and you must fix the errors.
- 2. Your service request will provide information on the errors:
 - 1) Which row the error is in;
 - 2) What the error is; and
 - 3) How to fix the error.
- 3. Open the workbook on your device and fix the errors. Don't forget to save the changes.
- 4. In the service request, select "Previous" and follow the submission process for the modified workbook (see pg. 9 and 10).

Call - SR079192

Introduction ✓

Upload File & Process ✓

Validation Status

ⓘ

Your file is being validated and checked for any errors. This can take up to 10 minutes. You can safely leave this page at any time.

You will receive an email notification after the validation is complete:

•

If errors are found, you will need to correct the errors in your file, then return to this page and upload the corrected file. Please note that if you still see this message, you may need to wait up to 10 more minutes for this page to display any results.

•

If no errors are found, the validation was successful and your service request will be automatically submitted. Your data call submission will then be complete.

Data Call Status

Review Errors/Warnings

Status Message

Errors were found during validation. Please correct the errors listed below, and then click on 'Previous' to submit your corrected file.

Errors and Warnings

Severity	Rule #	Warning/Error Message
error	Row No: 1	Validation Error: You have entered an invalid Real Estate Board. Please select one of the following: UNKNOWN, AIR, BCNREB, CADREB, FVREB, PRSCREB, GVR, VIREB, VREB
error	Row No: 1	Validation Error: The Date of Offer Acceptance provided is not in the correct format: YYYY-MM-DD (e.g. 2025-03-20). Please modify this date and resubmit the workbook.
error	Row No: 3	Validation Error: The Firm Date cannot be empty. Please provide a Firm Date and resubmit the workbook.
error	Row No: 5	Validation Error: The Sale Price must be a number greater than 0. Please input the requested data and resubmit the workbook.

Showing 1 to 4 of 4 entries

Previous

What real estate transactions do I need to report?

Report transactions that meet ALL the following criteria:

- Your brokerage was the listing brokerage; AND
- The sale was for a residential property; AND
- The firm contract date fell between February 16, 2025, to March 15, 2025.

Do not report transactions:

- Where your brokerage only represented the buyer;
- With firm contract dates before February 18, 2024, or after March 16, 2024;
- Of pre-sale units subject to disclosures under the *Real Estate Development Marketing Act*;
- Involving unrepresented sellers;
- Of assignments of the contract of purchase and sale, regardless of whether you represented the assignor or the assignee; or
- Involving commercial or industrial real estate (e.g., sales involving primarily commercial or industrial properties).

What does “residential property” include?

For the purpose of the Data Call, residential property refers to existing and newly built dwellings, including :

- Detached houses;
- Semi-detached houses (e.g., duplexes);
- Townhouses;
- Apartments within a duplex or other multi-unit dwelling;
- A residential strata lot (condos);
- Manufactured homes that are affixed to land; and
- A cooperative interest that includes a right of use or occupation of a dwelling.

This does not include property that is on lease hold land or the sale of property where the *Real Estate Development and Marketing Act* applies i.e. presales.

What does the firm date mean?

For a subject-free or unconditional offer, the firm date is the date that the rescission period expired. For a conditional offer, this would be the date when the buyer (and/or seller) removed all subjects and the rescission period has passed. The firm date must be between February 16 and March 15, 2025.

Do I need to report transactions for branch offices?

Managing brokers of brokerages are responsible for submitting transaction information for all corresponding branch offices which must be included with the brokerage head office data in a single submitted workbook.

Can I include workbooks for multiple brokerages on one submission?

Each licensed brokerage, including any branch offices, must submit their own data call submission workbook.

Can I submit multiple workbooks for each data call (i.e. a workbook for each branch office)?

No, brokerages must include all data from all branch offices into a single workbook and then submit it.

There was a mistake in my submission. Can I resubmit my workbook?

Yes. Please contact support@bcfsa.ca for assistance in doing so.

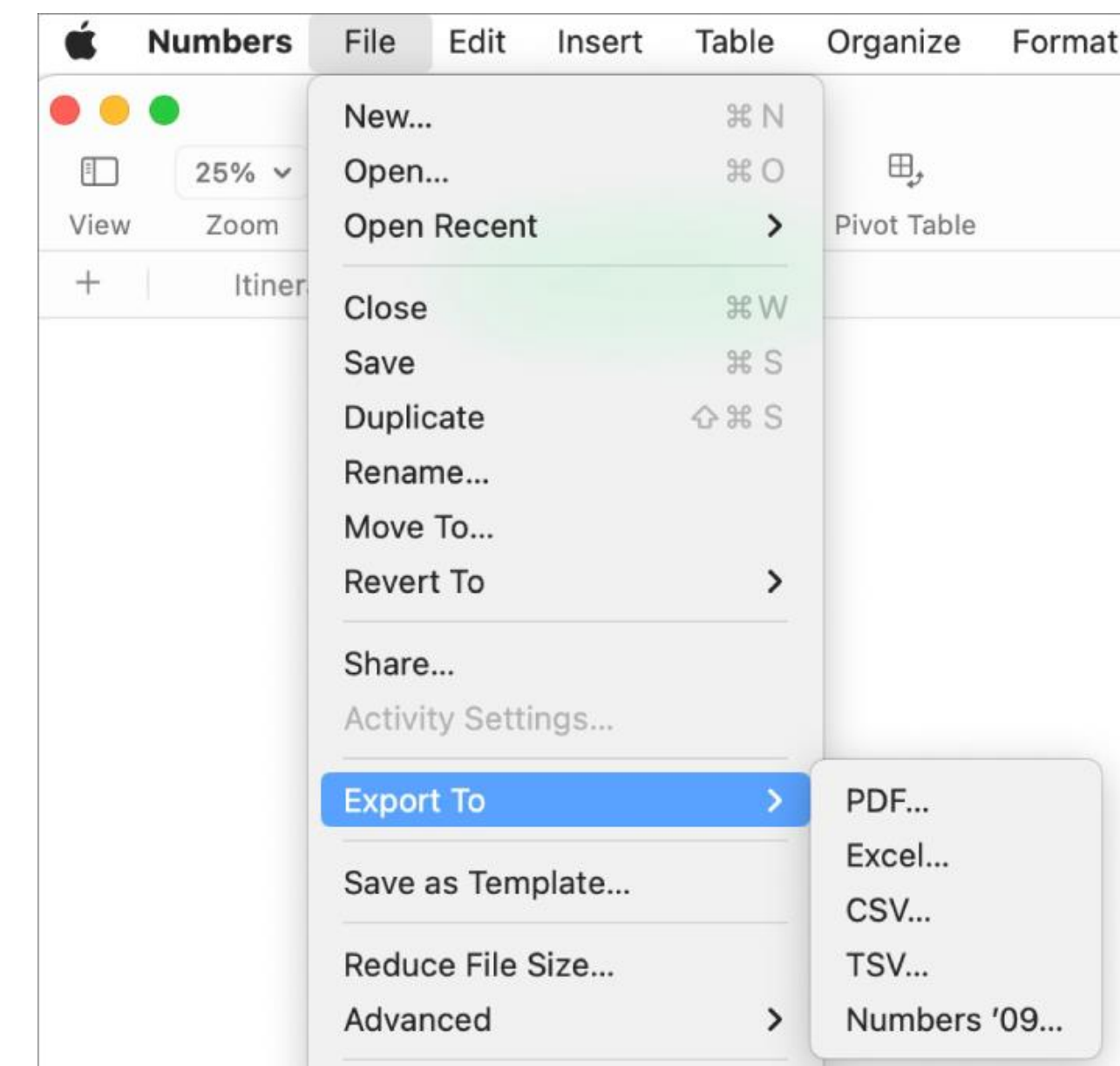
What should I do if I am having trouble responding to the data call?

Please email advisor@bcfsa.ca or call (604) 660-3555 for assistance. Not responding to the data call may result in an administrative penalty.

Is the Data Call compatible with Apple/Mac?

Only submissions in Excel format will be accepted.

When saving the workbook, Apple/Mac users must save the Numbers file in .xlsx format.



Resources

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For additional information, please visit:

[Data Call Information Webpage](#)

[Data Call Advisory](#)

[Data Call Regulatory Statement](#)

If you have questions, please email advisor@bcfsa.ca