

# 2025 Brokerage Data Call

Managing Broker Information Session

February 6, 2025

**BCFSA** BC Financial  
Services Authority

Classification: Protected A





# Traditional Welcome

# Speakers

**Brian  
Remington**  
A/Manager,  
Policy

**Barbara Powidel**  
Senior Policy  
Analyst

**Chris Heald**  
Manager, Product  
Solutions



# Agenda

1. Introduction
2. Data Workbook
3. IRIS Demo
4. Questions



# Introduction





# Purpose

Technical briefing on  
the 2025 brokerage  
data call

- Purpose of 2025 data call
- Content of reporting
- How to submit information



# Overview

- BCFSA will be collecting residential real estate and rescission data from trading services brokerages
- This Data Call builds on previous year's reporting
- Data Calls are important because they:
  - Support effective oversight
  - Inform BCFSA about risks consumers may be facing
  - Assist in evidence-based policy and regulatory decision-making
  - Allow BCFSA to assess market practices and impact of policy changes



# Details

**WHO?** All trading services brokerages

**WHAT?** Data on rescissions in 2024 and residential real estate sales between February 16, 2025 to March 15, 2025

**WHEN?** Data must be submitted by March 31, 2025

**HOW?** Transactions reported via Excel Workbook  
Submissions must be made using IRIS





# Key Changes for 2025

1. BCFSA will be collecting HBWP data
2. BCFSA will be collecting data on representation
3. Brokerages do not need to fill out a workbook for NIL submissions
4. Participation in the 2025 Data Call is **mandatory** for all trading services brokerages
  - Non-compliance may be subject to an administrative penalty or other enforcement action
  - Brokerages must still make a submission even if they have no transactions to report



# Timeline



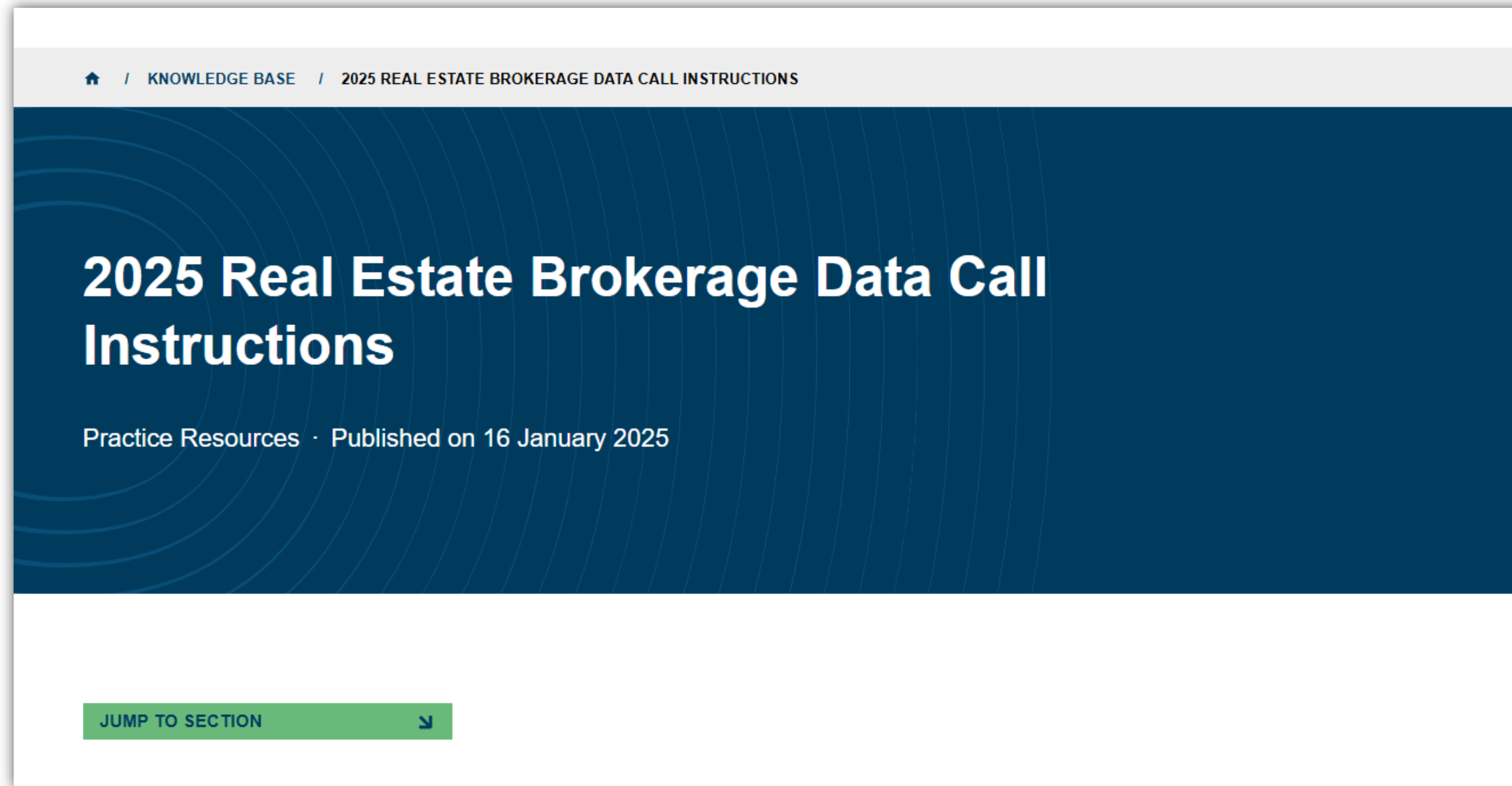




# Data Workbooks



# Workbook overview



- Workbooks and instructions can be found on [BCFSA's website](#)
  - Can also be accessed via IRIS

**Transactions and rescissions must be recorded in an Excel Workbook**



# Instructions page

[2025 Real Estate Brokerage Data Call Instructions | BCFSA](https://www.bcfsa.ca/industry-resources/real-estate-professional-resources/knowledge-base/practice-resources/2025-real-estate-brokerage-data-call-instructions)

<https://www.bcfsa.ca/industry-resources/real-estate-professional-resources/knowledge-base/practice-resources/2025-real-estate-brokerage-data-call-instructions>



[Home](#) / [KNOWLEDGE BASE](#) / [2025 REAL ESTATE BROKERAGE DATA CALL INSTRUCTIONS](#)



For expediency and accuracy, BCFSA highly recommends that brokerages complete the Transaction Data Workbook in real-time throughout the Data Call period (i.e., as transactions are completed) and that submissions are entered manually (as opposed to copy and paste).

Learn how to make a 2025 Data Call submission and how to troubleshoot common errors in [the step-by-step guide](#).

If you have any questions on completing the workbook, please contact [advisor@bcfsa.ca](mailto:advisor@bcfsa.ca).



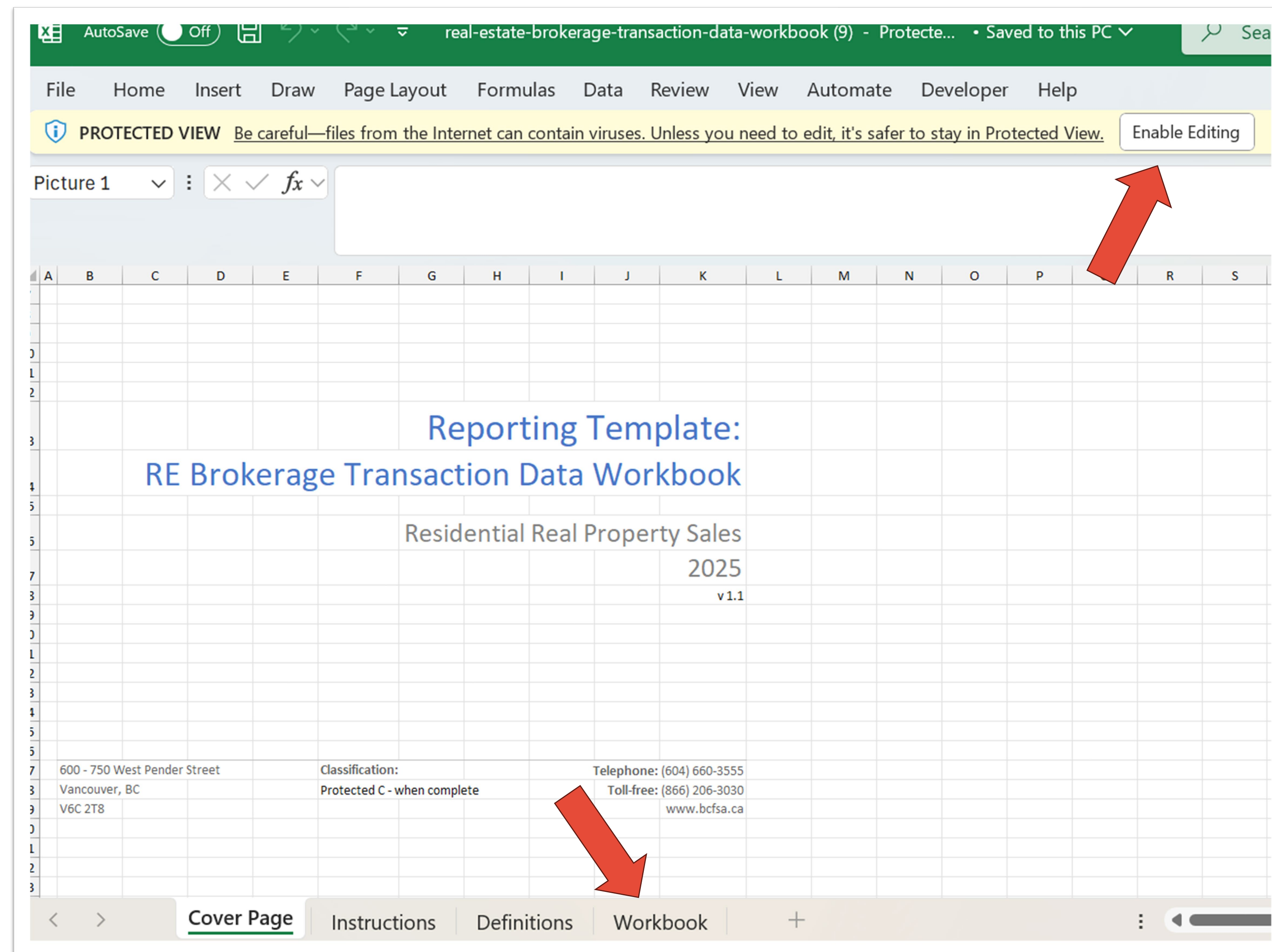
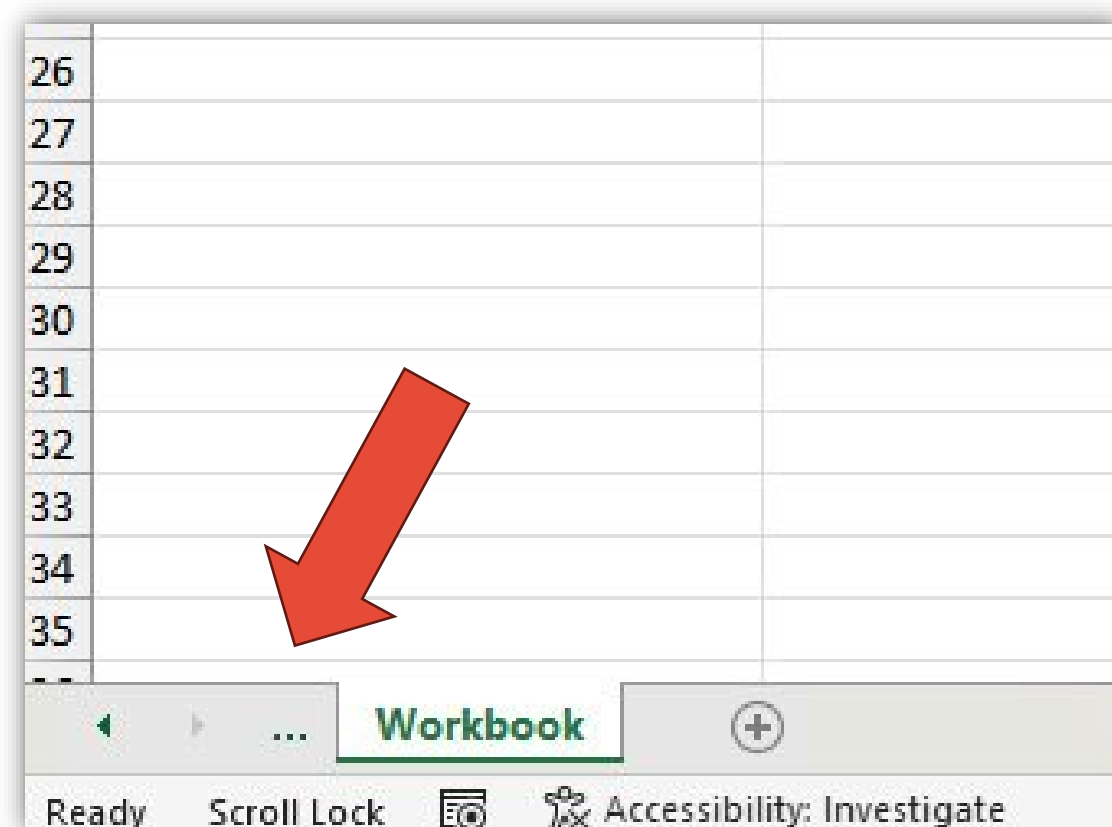
## How to Submit the Workbooks

- 1 On February 18, 2025, you will receive two email notifications with links to the HBRP and Transaction Data service requests in IRIS. There will also be a link to the service requests on your brokerage's dashboard in the IRIS portal.
- 2 Download the [HBRP](#) and [Transaction Data](#) workbooks, or from within the service request itself.
- 3 Save the workbooks to your system.
- 4 Complete the workbooks. Please reference the Instructions and Definitions tabs located within the workbook as needed.
- 5 Log into [IRIS](#).
- 6 Upload the completed HBRP and Transaction Workbooks to the corresponding service request on the submission page and then submit the service requests.



# Opening the Workbook

- 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 arrows or “...”





# Completing the Workbook

	A	B	C	D	E	F	G	H	I
	Real_Estate_Board	Property_Identifier	Unit_Number	Street_Address	Municipality	Postal_Code	Listing_Agreemen t_Date	List_Price_On_Date_Of _Offer_Acceptance	Date_Of_Offer_Acceptance
1									
2	FVREB	2345678	12A	30 25th Ave	Surrey	V0V 1V0	2025-01-01	1,100,000.00	2025-02-15
3	FVREB			15 Brown Road	Langley	V0V 1V0	2025-01-18	850,000.00	2025-02-18
4	FVREB		127	90 Richard Ave	Abbotsford	V0V 1V0	2025-01-31	2,000,000.00	2025-02-10
5									
6									
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19									
20									

Property Real Estate Board  
Select the name of the local real estate board where the subject property is located from the drop-down menu.  
  
If the subject property's board area is unknown, select "unknown".

Don't forget to scroll right!

Pop-up instructions for each field

Cover Page | Instructions | Definitions | Workbook | +



# Example of data validation

	D	E	F	G	H	I	J	K	L	M	N
1	Street_Address	Municipality	Postal_Code	Listing_Agreemen t_Date	List_Price_On_Date_Of _Offer_Acceptance	Date_Of_Offer_Acceptance	Firm_Date	Sale_Price	Total_Number_Of_ Offers_Received	Price_Of_Highest_Not_ Accepted_Offer	Unconditional _Offer
2	30 25th Ave	Surrey	V0V 1V0	2025-01-01	1,100,000.00	2025-02-15	2025-1-31				
3	15 Brown Road	Langley	V0V 1V0	2025-01-18	850,000.00	2025-02-18					
4	90 Richard Ave	Abbotsford	V0V 1V0	2025-01-31	2,000,000.00	2025-02-10					
5											
6											
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17											
18											
19											

**Firm Contract Date**  
Provide the date on which the contract of purchase and sale became firm.

Must be between 2025-02-16 and 2025-03-15 in YYYY-MM-DD format.

**Firm Contract Date**

✖ Must be between 2025-02-16 and 2025-03-15 in YYYY-MM-DD format.

[Retry](#) [Cancel](#) [Help](#)



# What needs to be reported?

## *1) RE Transactions*

### RESIDENTIAL REAL ESTATE TRANSACTIONS WHERE:

1. Your brokerage was the listing brokerage; AND
2. The sale was for a residential property; AND
3. The firm date falls between February 16, 2025, and March 15, 2025.

### DO NOT INCLUDE TRANSACTIONS:

1. Where your brokerage only provided services to the buyer;
2. With firm dates before February 16, 2025, or after March 15, 2025;
3. Of pre-sale units;
4. Of assignments; or
5. Involving commercial or industrial real estate



# What needs to be reported?

## 2) *HBRP Rescissions*

### RESCISSIONS OF A CONTRACT FOR THE PURCHASE AND SALE OF RESIDENTIAL PROPERTY WHERE:

1. Your brokerage was the listing brokerage; AND
2. The rescission was issued between January 1, 2024 and December 31, 2024

### DO NOT INCLUDE RESCISSIONS:

1. Where your brokerage only provided services to the buyer;
2. The rescission occurred in 2023 or in 2025



# What does residential property include?

## 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.

## DOES NOT INCLUDE :

- Property that is on leasehold land
- Sales of property where the Real Estate Development and Marketing Act applies (presales)
- Commercial or industrial real estate



# Additional Information

- Brokerages must submit workbooks for all branch offices
- Recommended to complete transaction workbook in real time (as transactions are completed)
- Manual entry (do not recommend copy and paste)
- Pay attention to formatting
- If you have any questions filling out the Workbook contact BCFSA's Practice Standards Advisors at [advisor@bcfsa.ca](mailto:advisor@bcfsa.ca)





# IRIS Demonstration



# It begins with an email



For Prime Real Estate, Inc. / Your Prime Real Estate Experience ,

A new service request is ready for you to complete and submit on the BCFSA portal by 3/31/2025 (PST):

**Name:** 2025 Real Estate Brokerage Transaction Data Call

**Id:** SR046026

You can complete this request here: [SR046026](#). Your user name and password will be required for login.

If this is the first time you use IRIS, you will need to sign up for an account and set a password. When signing up, please use the email address on file with BCFSA, [REDACTED]@gmail.com. You will only need to sign up once. Please see the BCFSA website [for instructions on how to sign up](#) and for [more information about IRIS](#).

Thank you,

BCFSA

**BC Financial Services Authority**

600-750 West Pender Street, Vancouver, BC V6C 2T8

Phone: 604 660 3555 | Toll-free: 1 866 206 3030

Office Hours: weekdays 8:30am to 4:30pm

[bcsa@bcfsa.ca](mailto:bcsa@bcfsa.ca) | [www.bcfsa.ca](http://www.bcfsa.ca)



# The IRIS Portal – Home Screen

Go to your organization dashboard



BCFSA

HOMENEW SUBMISSIONPAYMENTSHelpPORTAL USER

## Home

Welcome to the BCFSA portal. This is where you can see at a glance any submissions to be completed. It also gives you quick access to information about any organizations that you administer.

### Organization Dashboards

Click on an organization name below to view its information and any submissions awaiting approval.

Name	Trade Name	Address	Outstanding Submissions
<a href="#">CBA Real Estate Limited / ABC RE (CBA)</a>	ABC RE	1234 Main Street, Townsville, BC V1V 1V1	3

### Personal Dashboard

Submissions initiated by you and scheduled for you by BCFSA are shown in the Personal Submission list.

To view your education history records, go to your [My Profile](#) page.

To initiate a new submission, select 'New Submission' from the menu at the top of the page.

#### Personal Submissions-

Search

ID	Due Date	Name	Managing Entity	Date Submitted	Status Reason
----	----------	------	-----------------	----------------	---------------

There are no records to display. To start a submission, select "New Submission" from the menu at the top of the page.



# The IRIS Portal – Organization Dashboard

## Organization Dashboard

The organization profile shows detailed information including your organization's business authorization, administrators, registered subsidiaries/branch offices and licensees or registrants working for your organization.

### Prime Real Estate, Inc. / Your Prime Real Estate Experience

To view more information about your organization, click 'Go to organization profile' below.

**Legal Name** Prime Real Estate, Inc.  
**Trade Name** Your Prime Real Estate Experience

[Go to organization profile](#)

### Submissions Pending Brokerage Approval



To review and approve/deny submissions from individuals at your real estate or mortgage brokerage, click on the ID of the record(s) below.

ID ↑	Submitter	Name	Created On	Due Date
------	-----------	------	------------	----------

There are no records to display.

### Submissions▼



ID ↓	Name	Filing Period End	Due Date	Date Submitted	Status Reason
<a href="#">SR046027</a>	2025 HBRP Data Call		3/31/2025		Draft
<a href="#">SR046026</a>	2025 Real Estate Brokerage Transaction Data Call		3/31/2025		Draft

Data calls  
will be here





# Starting the Data Call

Download the data call template using this link



## 2025 Real Estate Brokerage Transaction Data Call - SR046026

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**

Prime Real Estate, Inc. / Your Prime Real

**Due Date**

March 31, 2025

After completing the template, click here to begin

Start

BCFSA



# Submitting – No Transactions

## 2025 HBRP Data Call - SR046027

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.

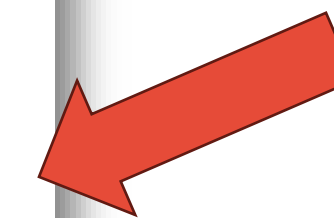
Previous

Next

If you have no  
transactions to  
report



Submit



BCFSA



# Filling in the Template

A2    X    ✓    fx    FVREB									
	A	B	C	D	E	F	G	H	I
1	Real_Estate_Board	Property_Identifier	Unit_Number	Street_Address	Municipality	Postal_Code	Listing_Agreemen t_Date	List_Price_On_Date_Of _Offer_Acceptance	Date_Of_Offer_Acceptance
2	FVREB	2345678	12A	30 25th Ave	Surrey	V0V 1V0	2025-01-01	1,100,000.00	2025-02-15
3	FVREB	012345679		15 Brown Road	Langley	V0V 1V0	2025-01-18	850,000.00	2025-02-18
4	FVREB	012345680	127	90 Richard Ave	Abbotsford	V0V 1V0	2025-01-31	2,000,000.00	2025-02-10
5	FVREB	012345678	403	30 25th Ave	Surrey	V0V 1V0	2025-01-01	1,100,000.00	2025-02-15
6	FVREB	012345679		15 Brown Road	Langley	V0V 1V0	2025-01-18	850,000.00	2025-02-18
7									
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18									

Example of a completed template for a brokerage that has transactions to report



# Submitting the Completed Template

Select your  
completed  
template



**BCFSA**HOMENEW SUBMISSIONPAYMENTSHELPBRENDA TSE ▾

## 2025 Real Estate Brokerage Transaction Data Call - SR046026

Introduction ✓Upload File & ProcessValidation 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



# Submitting the Completed Template

## 2025 HBRP Data Call - SR046027

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

real-estate-br...-workbook.xlsx

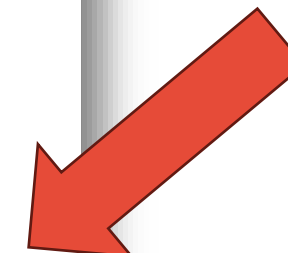
Previous

Next

Completed  
template  
selected



Submit your  
data for  
validation





# Validation

The screenshot shows the BCFS A Brokerage Data portal. A modal titled "Processing file..." is displayed in the center. The modal contains the following text: "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:". Below this text is a bulleted list: "• 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." and "• 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." At the bottom right of the modal is an "Ok" button. A red arrow points from the right side of the modal to the background text "You can safely leave this page at any time." in the background content.

**BCFS A**

HELP PORTAL USER ▾

## Brokerage Data

Introduction ✓ Upload File & F

**i** 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.

Ok

**Data Call Status**

Extraction in progress

BCFS A



# Wait for the Validation Results Email – Errors Found



Dear [REDACTED],

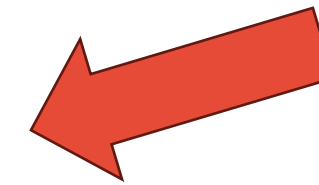
Please review the validation results for the file submitted for:

**Account:** Prime Real Estate, Inc. / Your Prime Real Estate Experience

**Name:** 2025 HBRP Data Call

**Id:** SR046027

The validation process for your data call submission detected errors or warnings.



Please go to the [BCFSA IRIS portal to review the results](#) and upload the corrected data call file.

Thank you,

BCFSA

**BC Financial Services Authority**

600-750 West Pender Street, Vancouver, BC V6C 2T8

Phone: 604 660 3555 | Toll-free: 1 866 206 3030

Office Hours: weekdays 8:30am to 4:30pm

[bcfsa@bcfsa.ca](mailto:bcfsa@bcfsa.ca) | [www.bcfssa.ca](http://www.bcfssa.ca)

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# Validation Results – Review and Correct Errors

Review the error messages, correct any errors in the template, save, and re-submit



**BCFSA**HOMENEW SUBMISSIONPAYMENTSHELPPORTAL USER ▾

## Brokerage Data Call 2024 - SR042311

Introduction ✓**Upload File & Process**Validation Status

**i** If any errors are found during validation, errors and warnings will be shown below.  
If there are error messages, please correct the errors in your file and then click on 'Previous' to return to the upload page and submit your corrected file.

**Data Call Status**  
Review Errors/Warnings

**Status Message**  
Failure: Validation errors found.

**Errors and Warnings**

Severity	Rule #	Warning/Error Message
error		Columns are not in the expected format. Please refer to original file.

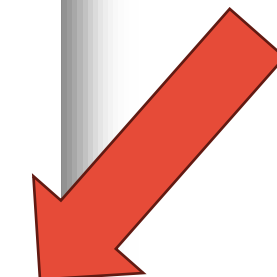
Showing 1 to 1 of 1 entries

No file chosen

Please choose a file to upload.

PreviousNext

Submit the corrected file





# Completed Filing – Success



Dear [REDACTED],

You are receiving this email because you or another administrator for Prime Real Estate, Inc. / Your Prime Real Estate Experience provided a submission to BCFSA.

This is a confirmation that your submission [SR046027](#), 2025 HBRP Data Call, was successfully received on 1/31/2025 (PST). Please note that while you can review your submission, it can no longer be changed. You will be notified of status changes and updates as appropriate.

Thank you,

BCFSA

**BC Financial Services Authority**

600-750 West Pender Street, Vancouver, BC V6C 2T8

Phone: 604 660 3555 | Toll-free: 1 866 206 3030

Office Hours: weekdays 8:30am to 4:30pm

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# Completed Filing – Success

## CBA Real Estate Limited / ABC RE (CBA)

To view more information about your organization, click 'Go to organization profile' below.

Legal Name	CBA Real Estate Limited
Trade Name	ABC RE
Branch Name	CBA

Go to organization profile

## Submissions Pending Brokerage Approval

Search

To review and approve/deny submissions from individuals at your real estate or mortgage brokerage, click on the ID of the record(s) below.

ID ↑	Submitter	Name	Created On	Due Date
<a href="#">SR017817</a>	Licensee, A.	Application for Licence Renewal: Individual	1/12/2024 1:19 AM	

## Submissions-

Search

ID ↓	Name	Filing Period End	Due Date	Date Submitted	Status Reason
<a href="#">SR046029</a>	2025 Real Estate Brokerage Transaction Data Call		3/31/2025		Draft
<a href="#">SR046027</a>	2025 HBRP Data Call		3/31/2025	1/31/2025 3:42 PM	Filed

All done!

BCFSA



# Completed Filing – Success

BCFSA

HOME

NEW SUBMISSION

PAYMENTS

HELP

PORTAL USER ▾

< BACK

2025 HBRP Data Call - SR046027

ID

SR046027

Submitted By

Tse, Brenda

Submitted Date

1/31/2025 3:42 PM

Submitted For

Prime Real Estate, Inc. / Your Prime Real Estate Experience

General

Sector

Real Estate

Type

Data Call

☐ Check here if you have no transactions to report.

Due Date

3/31/2025

Status Reason

Filed

< BACK

BACK TO TOP

BCFSA

# FAQs



**Q: Why are you conducting  
a data call?**

**A:** BCFSA requires industry data to support its effective and proactive oversight of the financial services sector.

Data assists BCFSA in fulfilling its mandate, by:

- identifying risks consumers may be facing
- assisting in evidence-based policy and oversight
- assessing market practices and the impact of policy changes



**Q: Why are you collecting additional data this year?**

A: HBRP data collection is not a new reporting requirement. Brokerages were previously required to report this data through brokerage annual filings.

BCFSA has included new fields on representation in transactions to better understand the types of representation offered to consumers and understanding the prevalence of unrepresented parties.



**Q: Who needs to respond to the Brokerage data call?**

A: Participation in the 2025 Data Call is mandatory for all brokerages licensed to provide trading services. Brokerages must still make a submission even if they have no transactions to report.



**Q: What will happen if I don't provide a submission?**

A: Brokerages' participation in the 2025 Data Call is mandatory and non-compliance may be subject to an administrative penalty or other enforcement action.



**Q: What do I do if I still have questions?**

A: If you have questions or require assistance with the 2025 Data Call, please contact BCFSA's Practice Standards Advisors at [advisor@bcfsa.ca](mailto:advisor@bcfsa.ca)



# Questions?

# Ongoing Communication and Support

**BCFSA Website**

**Brokers Brief**

**Real Estate  
Bulletin**

**Practice  
Standards  
Advisors**



Thank  
you.