

REDMA Pilot Data Call

Submission and Troubleshooting Guide

March 10, 2026

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Overview

This document provides a step-by-step guide for REDMA Pilot participants on how to submit the sales data workbook and complete the required surveys. The guide also includes answers to frequently asked questions and tips on how to resolve common issues. Data and information will be requested throughout the pilot as below:

Data / Information Request	Format	Frequency
Quarterly Unit Sales	Excel Workbook	Quarterly
Survey - General Development Information	Webform Survey	One time – with first data submission
Survey – Quarterly Trend Commentary	Webform Survey	Quarterly
Survey – Final Survey Feedback	Webform Survey	One time – end of pilot

General Information

Who needs to report?

As outlined in the application for the REDMA pilot, participating developers must provide data related to their development project at quarterly intervals in respect of the 18-month early marketing period. If a developer has multiple projects enrolled in the pilot, they will need to submit a data workbook and complete a survey for each project.

What data needs to be reported?

Each quarter, participating developers will receive the following data requests:

1. “**Early Marketing Pilot Program Quarterly Data Call**” through BCFSA’s [IRIS system](#); and
2. “**Early Marketing Pilot Program Quarterly Survey**” by email.

Developers will also receive a one-time “Early Marketing Pilot Program Initial Survey” by email in the first quarter they are admitted to the REDMA Pilot and a one-time “Final Survey” at the end of the 18-month early marketing period.

When does data need to be reported?

REDMA Pilot participants will have 30 calendar days from the date the submission period commences to submit data and complete the survey. Developers will also receive a closing survey at the end of the pilot.

How do I make a submission?

Data for the Early Marketing Pilot Program Quarterly Data Call must be entered into an Excel workbook provided by BCFSA and uploaded into the IRIS portal. If no sales occurred in the quarter, you will have the option to opt-out of uploading the workbook (see page 10 of this guide). Other surveys must be completed through the link provided in the corresponding email.

Data Call Workbook

IRIS Submission Process – Workbook Pt. 1

Introduction

1. Once the data submission period commences, you will receive an "Early Marketing Pilot Program Quarterly Data Call" submission notification via email. **Click the link in the email to access the submission process in IRIS.**
 - Alternatively, you can log into [IRIS](#) directly and find the submission on your dashboard.
2. When you open the submission, read the introduction page. If you have sales transactions to report and have not already downloaded and completed the workbook, a blank workbook can be downloaded by clicking the link in the submission page or can be found on BCFSA’s webpage: [Data Call Workbook](#).

Early Marketing Pilot Program Quarterly Data Call - SR087208

Introduction | Upload File & Process | Validation Status

i

This service request is used to submit quarterly sales data required pursuant to the Early Marketing Pilot Program for Large Developments under the *Real Estate Development Marketing Act*.

To complete this submission, you will be required to upload a completed data call 'workbook'. A copy of the workbook can be found on BCFSA's website at the following link: [Data Call Workbook](#).

If no sales occurred during this quarter, on the next page of this submission after you click 'Start' you will have an option to select 'No sales transactions occurred in this quarter.' Select this option and click 'Next' to complete your submission.

Sector
Development - Real Estate

Type
Data Call

Development Number
33056

Development Name
DH Test Manual Entry 1

Due Date
July 31, 2025

[Start](#)

IRIS Submission Process – Workbook Pt. 2

Start

3. Click “Start” to begin your submission.

Tip: You may want to complete the workbook prior to clicking “Start”. Pages 8-9 of this Guide describe how to complete the workbook. If you have no sales to report, go to page 10 of this guide.

Early Marketing Pilot Program Quarterly Data Call - SR087208

Introduction | Upload File & Process | Validation Status

i

This service request is used to submit quarterly sales data required pursuant to the Early Marketing Pilot Program for Large Developments under the *Real Estate Development Marketing Act*.

To complete this submission, you will be required to upload a completed data call 'workbook'. A copy of the workbook can be found on BCFSAs website at the following link: [Data Call Workbook](#).

If no sales occurred during this quarter, on the next page of this submission after you click 'Start' you will have an option to select 'No sales transactions occurred in this quarter.' Select this option and click 'Next' to complete your submission.

Sector
Development - Real Estate

Type
Data Call

Development Number
33056

Development Name
DH Test Manual Entry 1

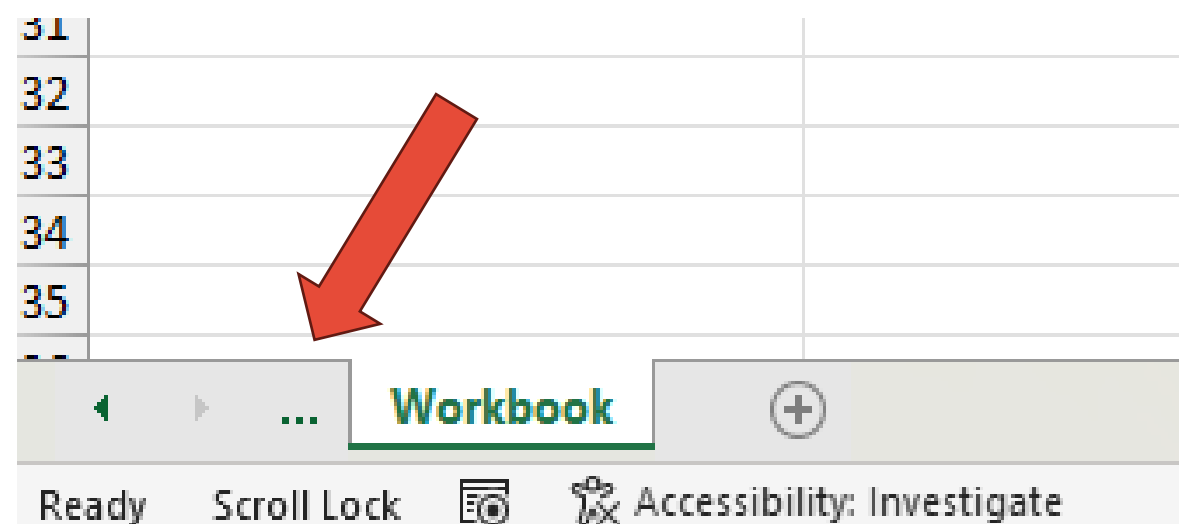
Due Date
July 31, 2025

Start

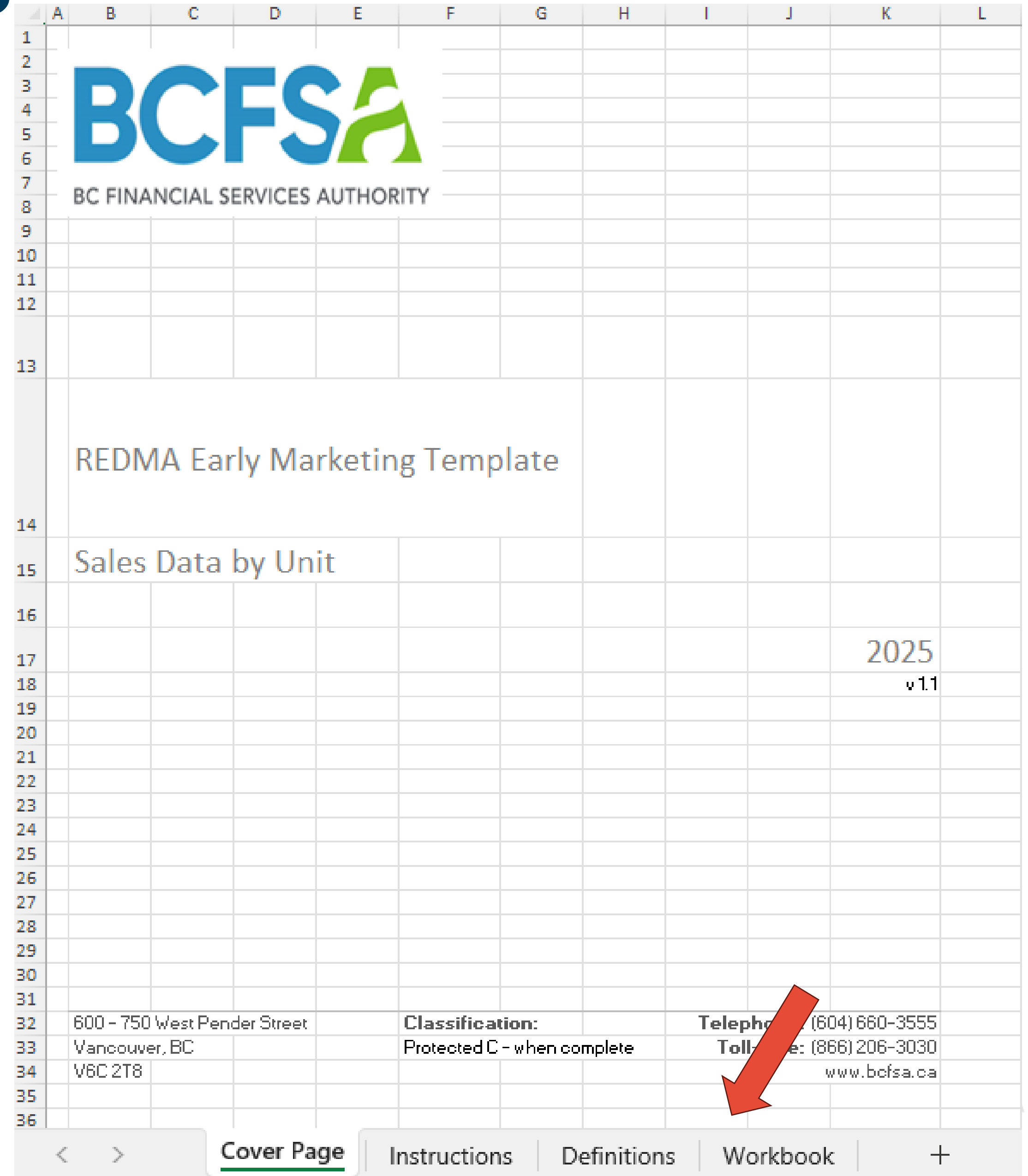
IRIS Submission Process

How to complete the workbook

- a) Once the workbook has been saved to your device, open the file.
- b) The workbook contains 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



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



IRIS Submission Process

How to complete the workbook cont'd

- d) Fill in the data in the corresponding workbook (one transaction / unit sale per row).
- e) Make sure to follow the formatting instructions and guidelines included in the workbook.
- f) Don't forget to scroll right to fill out all data fields.
- g) Save and close when complete.

The image shows a screenshot of an Excel spreadsheet. The first row (row 1) contains the following headers: Sale_Date (column D), Unit_Type (column E), Number_of_Bedrooms (column F), Square_Footage (column G), Number_Parking_Spots (column H), Sold_Under_Affordability_Requirement (column I), Purchase_Price (column J), Incentive_Description_1 (column K), and Incentive_Value_1 (column L). The rest of the rows (rows 2-23) are empty. A red arrow points from the text "Scroll right" towards the right side of the spreadsheet, indicating that the user should scroll horizontally to see all columns.

	D	E	F	G	H	I	J	K	L
1	Sale_Date	Unit_Type	Number_of_Bedrooms	Square_Footage	Number_Parking_Spots	Sold_Under_Affordability_Requirement	Purchase_Price	Incentive_Description_1	Incentive_Value_1
2									
3									
4									
5									
6									
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23									

IRIS Submission Process – Workbook Pt. 3

No Sales to Report

4. If you do not have any sales transactions to report, click the box beside the words “No sales transactions occurred in this quarter.”

5. Click “Next” to complete your submission. No further action is required.

Early Marketing Pilot Program Quarterly Data Call - SR087189

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

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.

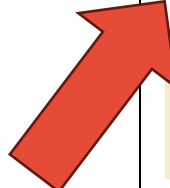
You will receive an email notification after the validation is complete:

- 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.

No sales transactions occurred in this quarter.

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



Previous Next

IRIS Submission Process – Workbook Pt. 4

Upload

6. If you have sales to report and have completed your workbook, click “Choose File” and select the completed workbook from your device to upload the file.

Tip: Double check that you are uploading the workbook for the correct quarter.

7. Once uploaded, select “Next”.


Early Marketing Pilot Program Quarterly Data Call - SR086615

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.



Choose File No file chosen

Please choose a file to upload.

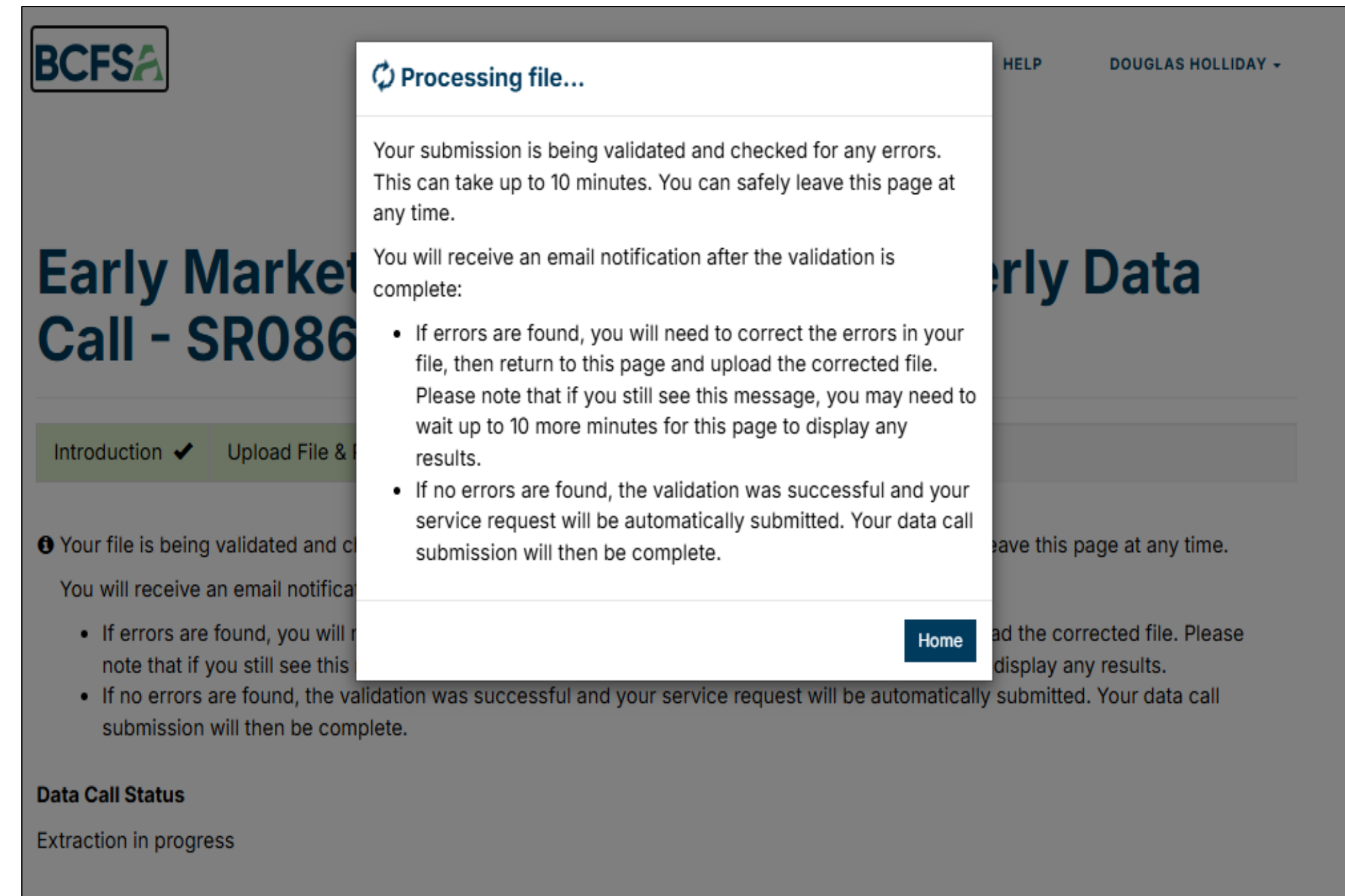
Previous

IRIS Submission Process – Workbook Pt. 5

Validation Errors

8. Your workbook will be automatically reviewed and checked for errors. This can take up to 10 minutes.
9. You will also receive an email after the review is complete. The email will confirm whether:
 - a. There were no errors and your submission is complete. No further action is required.
 - b. 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 to confirm that the workbook uploaded successfully.



IRIS Submission Process – Workbook Pt. 5

Validation Errors cont'd

10. If your workbook has errors, that means the data did not follow the required formatting and you must fix the errors before you can proceed.

11. The submission in IRIS will display information on the errors:

- 1) Which row the error is in;
- 2) What the error is; and
- 3) How to fix the error.

12. Open the workbook on your device and fix the errors. Don't forget to save the changes.

13. In the submission, select "Previous" and follow the submission process for the modified workbook (see pg. 11 of this guide).

Early Marketing Pilot Program Quarterly Data Call - SR086611

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

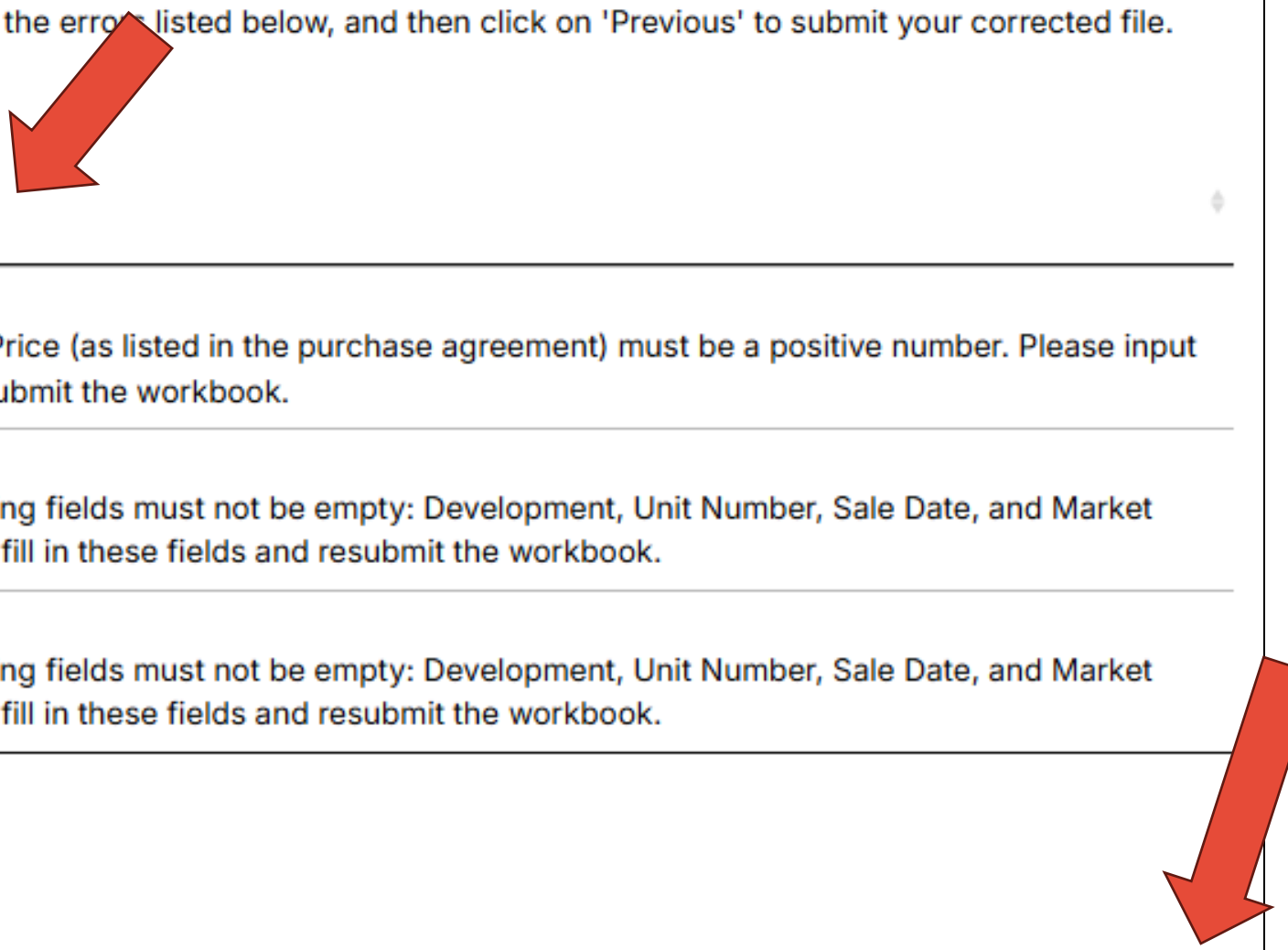
Status Message
Errors were found during validation. Please correct the errors listed below, and then click on 'Previous' to submit your corrected file.

Errors and Warnings

Severity	Rule #	Warning/Error Message
error	Row No: 1	Validation Error: Purchase Price (as listed in the purchase agreement) must be a positive number. Please input the requested data and resubmit the workbook.
error	Row No: 1	Validation Error: The following fields must not be empty: Development, Unit Number, Sale Date, and Market Release Sales Date. Please fill in these fields and resubmit the workbook.
error	Row No: 4	Validation Error: The following fields must not be empty: Development, Unit Number, Sale Date, and Market Release Sales Date. Please fill in these fields and resubmit the workbook.

Showing 1 to 3 of 3 entries

Previous



IRIS Submission Process – Workbook Pt. 6

Confirm Submission

- 13. Once all errors in the workbook have been rectified, reupload the document and click “Next”.
- 14. If successful, you should see a page confirming the submission was completed.
- 15. You may want to print the screen to keep a record of your confirmed submission.

Early Marketing Pilot Program Quarterly Data Call - SR086611

ID
SR086611

Submitted By [REDACTED]	Submitted Date 6/24/2025 4:47 PM
-----------------------------------	--

General

Sector
Development - Real Estate

Type
Data Call

Due Date
6/30/2025

Status Reason
Submitted

[< BACK](#) [BACK TO TOP](#)

Data Call Surveys

Survey – Introduction

- Pilot participants will be expected to complete 3 different surveys over the course of the pilot. You will receive a link to the survey by email.
 1. General Development Information: This survey will be completed one time with the first data submission to capture general information about the development.
 2. Quarterly Trend Commentary: This survey will be sent quarterly, asking for commentary on sales trends over the last 3 months.
 3. General Survey Feedback: This survey will be sent at the end of 18 months, seeking feedback on your experience in the pilot.

To complete surveys – follow the instructions in the survey tool (process will be the same for all 3 surveys).

BCFSA BC Financial
Services Authority

REDMA Extended Marketing Period Pilot - General Development Information

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

Introduction

Thank you for participating in the Early Marketing Period Pilot Program for Large Developments.

The information requested in this survey is required to be provided pursuant to the exemption granted to the developer by the Superintendent of Real Estate. Please answer the questions in the survey to the best of your ability.

Failure to complete this survey may result in suspension or cancellation of the developer's exemption. If your project has satisfied the conditions outlined in the appendices to the exemption before the end of the 18-month early marketing period, you are still required to provide data for the full duration of the remaining 18 months.

[Next](#)

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Survey Submission Process (IRIS)

Step 1 – Access the Submission

1. Each quarter, all participating developers will receive an email containing a link to the "Early Marketing Pilot Program Quarterly Survey".

Developers will receive a similar email if they are required to complete the one-time initial "General Development Information Survey" or the "Final Survey".

2. In each case, click the survey link in the email to access the survey.

**BC Financial Services Authority**

March 10, 2026

BCFSA File No.: 12345

VIA EMAIL

Attention: Sample Submitter

Dear Sample Submitter:

**Re: REDMA Pilot Program for Large Developments Reporting Requirements Quarterly Survey
Development – Sample Development
Developer – Sample Developer Limited Partnership**

You are receiving this email because your project is enrolled in BCFSA's REDMA Early Marketing Period – Pilot Program for Large Developments (the "pilot"). You are currently listed as the primary contact for reporting purposes.

The reporting period for the most recent quarter has now opened. As part of the pilot, the developer is required to complete the following quarterly survey by **May 1, 2026**: [Quarterly Survey](#).

Please note that this survey must be completed in addition to the quarterly data workbook submission. You will receive a separate notification to complete the quarterly data workbook submission in BCFSA's [IRIS system](#).

If you have any questions, please reach out to us by email at REDMApilot@bcfsa.ca.

Thank you. **Click on the link to launch the survey**

BC Financial Services Authority – REDMA Pilot Program

600-750 West Pender Street / You're Protected
Vancouver, B.C. V6C 2T8 / bcfsa.ca
T 604 660 3555

Survey Submission Process (Microsoft Forms)

Step 2 – Survey Introduction

3. Once the survey has launched, review the “Introduction” and click “Next”.

BCFSA BC Financial Services Authority

REDMA Extended Marketing Period Pilot - General Development Information

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

Introduction

Thank you for participating in the Early Marketing Period Pilot Program for Large Developments.

The information requested in this survey is required to be provided pursuant to the exemption granted to the developer by the Superintendent of Real Estate. Please answer the questions in the survey to the best of your ability.

Failure to complete this survey may result in suspension or cancellation of the developer's exemption. If your project has satisfied the conditions outlined in the appendices to the exemption before the end of the 18-month early marketing period, you are still required to provide data for the full duration of the remaining 18 months.

Next

Page 1 of 4

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Click next to start the survey

Microsoft 365

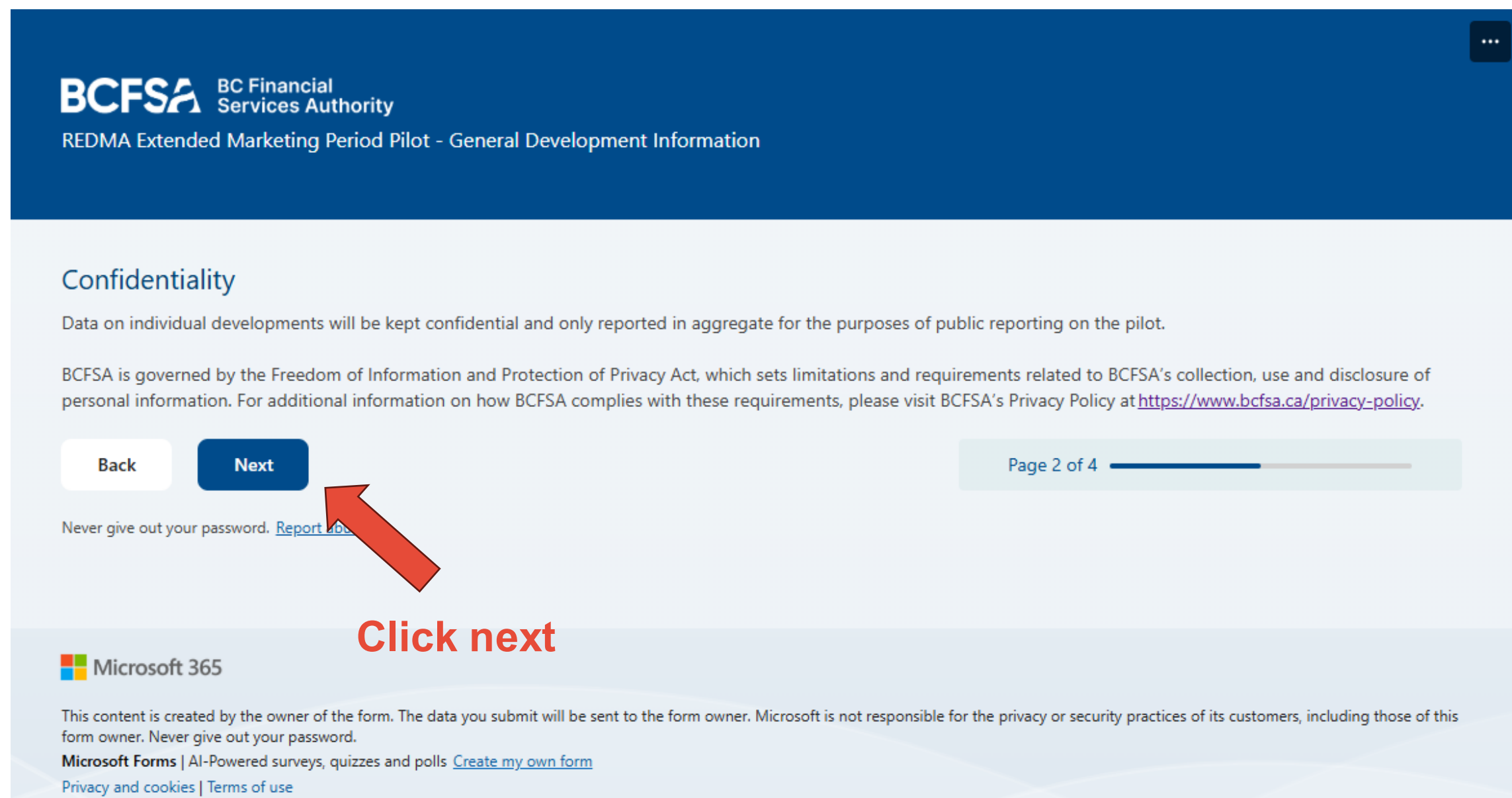
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Survey Submission Process (Microsoft Forms)

Step 3 – General Instructions

4. Review the confidentiality statement and click “Next”.



BCFSA BC Financial Services Authority
REDMA Extended Marketing Period Pilot - General Development Information

Confidentiality

Data on individual developments will be kept confidential and only reported in aggregate for the purposes of public reporting on the pilot.

BCFSA is governed by the Freedom of Information and Protection of Privacy Act, which sets limitations and requirements related to BCFSA's collection, use and disclosure of personal information. For additional information on how BCFSA complies with these requirements, please visit BCFSA's Privacy Policy at <https://www.bcfsa.ca/privacy-policy>.

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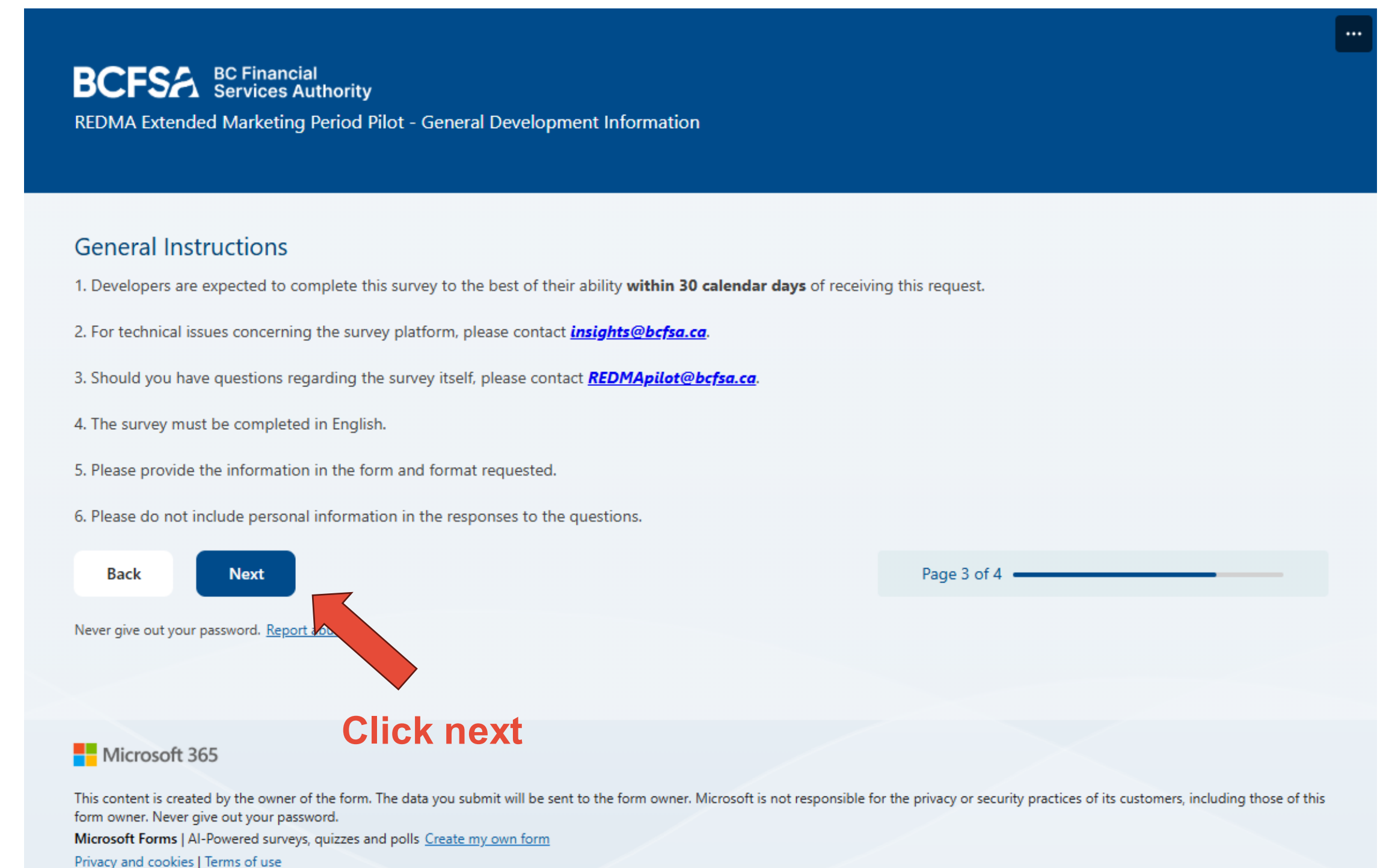
Click next

Microsoft 365

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Privacy and cookies | Terms of use

5. On the following page, review the general instructions and click “Next”.



BCFSA BC Financial Services Authority
REDMA Extended Marketing Period Pilot - General Development Information

General Instructions

- Developers are expected to complete this survey to the best of their ability **within 30 calendar days** of receiving this request.
- For technical issues concerning the survey platform, please contact insights@bcfsa.ca.
- Should you have questions regarding the survey itself, please contact REDMAPilot@bcfsa.ca.
- The survey must be completed in English.
- Please provide the information in the form and format requested.
- Please do not include personal information in the responses to the questions.

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Click next

Microsoft 365

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Survey Submission Process (Microsoft Forms)

Step 4 – Complete the Survey

6. Complete the survey questions and click “Submit”.

BCFS A BC Financial Services Authority
REDMA Extended Marketing Period Pilot - General Development Information

* Required

1. Contact Name for Data Submission *
Enter your answer

2. Contact Email for Data Submission *
Please enter an email

3. Name of Development *
Enter your answer

4. Name of Developer *
Enter your answer

5. Name of Parent Group of Developer (if applicable)
Enter your answer

You can print a copy of your answer after you submit

Back Submit

Page 4 of 4

Never give out your password. [Report abuse](#)

1) Complete survey questions, please be sure to scroll to bottom of page and fill in all required information

2) Press Submit

3) Ensure you see this screen to confirm that your survey has been submitted.

Thank you for completing the General Development Information survey. Please feel free to take a screenshot of this for your own record or use the three dots above to print your responses.

4) To print or save a copy of the submitted survey response, click the “...” at the top right of the page and then click “Print response”.

Thank you for completing the General Development Information survey. Please feel free to take a screenshot of this for your own record or use the three dots above to print your responses.

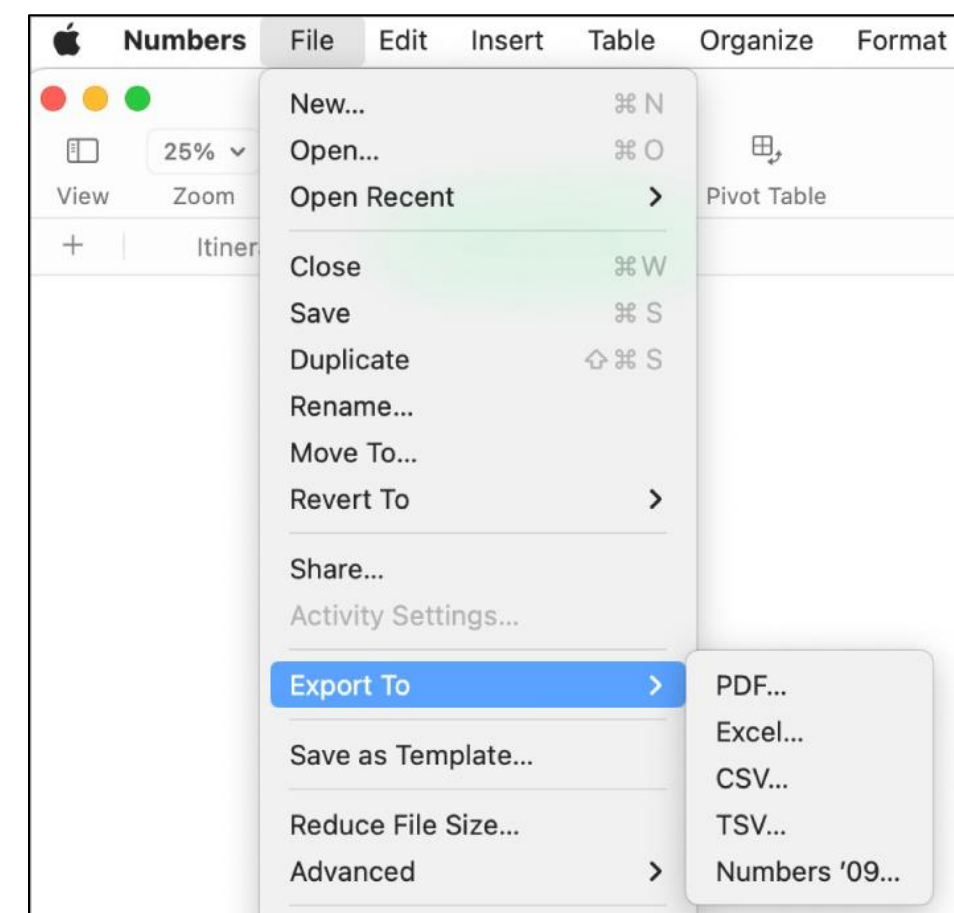
Frequently Asked Questions

- *My development joined the pilot in the middle of a quarter. Do I submit partial data for that quarter?*
 - Yes, regardless of when you joined the pilot, data will be submitted on a quarterly basis. You will receive a service request at the end of the quarter requesting you to submit any transactions that occurred during that quarter. (i.e. if you joined the pilot in May, you will only submit transactions from May – end of June).
- *I am a developer with more than one development in the pilot. Can I submit one workbook / surveys for all of my developments?*
 - No, workbooks and survey responses are development specific. Please complete workbooks and surveys for each development.
- *I applied for the pilot for a project that was already underway. Am I required to submit historical data for the development in addition to data from this quarter.*
 - Yes, as a condition of existing projects joining the pilot, BCFSA expects developers to submit all unit sales for the development, even those that occurred prior to joining the pilot. Please use your first workbook to report historical sales in addition to sales from this quarter.
- *Why is there a data submission and a survey?*
 - The data submission workbook is used to capture unit sales and related information from your development. Surveys are being used to capture a) general information about the development, b) quarterly information on trends, and c) your feedback on the pilot at completion of 18 months.

- *In the quarterly workbook, what date should I use for the the **Sale_Date** field for each sale transaction?*
 - The **Sale_Date** should be the date that the purchase agreement was signed and accepted by the vendor. Only sales that are binding – meaning the 7-day rescission period has passed – should be included in the quarterly report. If a purchase agreement was rescinded within the 7-day rescission period, it should not be reported.

If a sale occurs near the end of a quarter and the 7-day rescission period ends in the next quarter, that sale should be included in the next quarterly report.
- *I am having issues with IRIS. Who do I contact for support?*
 - If you are having any technical difficulties registering or submitting through IRIS, please email: support@bcfsa.ca.
- *What if my project has not sold any pre-sale units this past quarter?*
 - Select the “No sales transactions occurred in this quarter” box as described on page 10 of this guide and complete your submission.
- *What if I submit a workbook with errors and need to correct the data?*
 - If you are experiencing validation errors, please review pages 12 & 13 of this guide. If you are unable to solve the validation errors, please contact BCFSA at REDMApilot@bcfsa.ca.

- *I have questions about definitions or the types of data to submit. Who should I contact for support?*
 - If you have specific question related to the data you are submitting or would like assistance interpreting questions, please contact: REDMApilot@bcfsa.ca.
- *There was a mistake in my submission. What should I do?*
 - Before submitting, double check to make sure your submission does not contain any errors. If you do realize there was an error in your submission, please email REDMApilot@bcfsa.ca for assistance.
- *What should I do if I am having trouble responding to the data call?*
 - Please email REDMApilot@bcfsa.ca for assistance. Failure to respond to the data call may result in suspension or cancellation of your pilot program exemption.
- *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

For additional information, please visit:

[REDMA Early Marketing Period – Pilot Program for Large Developments | BCFSA](#)
[Real Estate Development Marketing Act FAQs | BCFSA](#)

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