

2026 Real Estate Brokerage Data Call

Submission and Troubleshooting Guide

January 2026

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1. Overview

This document provides a step-by-step guide on how to submit Home Buyer Rescission Period (HBRP) and Transaction Data for the 2026 Real Estate Brokerage Data Call. It also includes tips on how to resolve common issues.

2. 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.

Exemption: Brokerages that are members of the Greater Vancouver Realtors (“GVR Board”), and their managing brokers, are exempt from providing residential real estate transaction data for transactions involving property located within the geographical area served by the GVR Board. BCFSA will obtain relevant transaction data directly from the GVR Board.

Note that brokerages that are members of the GVR Board that list and sell properties outside of the GVR Board area are still required to submit real estate transaction data for those transactions.

What needs to be reported?

- Residential Real Estate Transactions – All sales of [residential property](#) with a [firm date](#) between February 15, 2026 – March 14, 2026 where the brokerage provided services to the seller (listing brokerage only).
- HBRP – All rescissions that occurred in 2025 (January 1 – December 31, 2025) 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 (February 15, 2026) and when you receive your service request email. Submissions are due on or before April 17, 2026.

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.

3. How to Complete the Workbook*

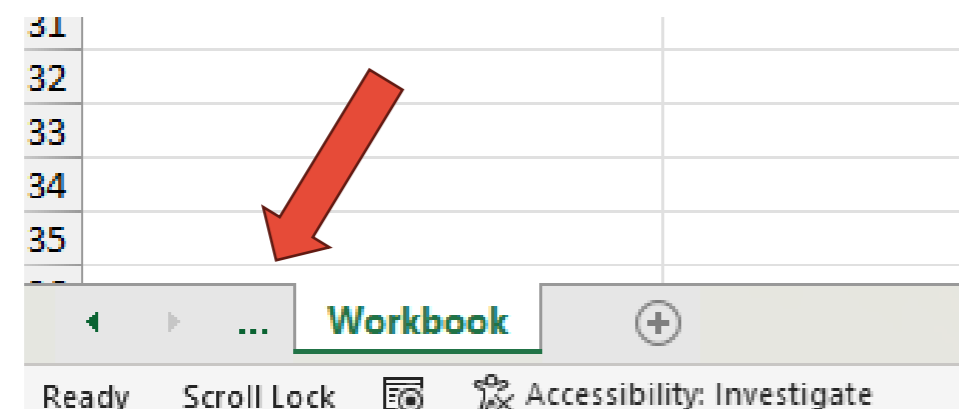
1. Download the HBRP and Transaction Data workbooks to your device using the links below. The workbooks can also be found on the BCFSA website or in the IRIS service request.

[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



3. 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.

The screenshot shows an Excel spreadsheet with the following data:

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
VREB	01234567	15A	20 36 Street	Victoria	V8Y 9R1	2025-01-01	1,100,000.00	2025-02-20
VREB	02239875		15 Brown Road	Saanich	V8Y G7	2024-11-09	850,000.00	2025-01-30
VREB		137	90 Richard Avenue	Victoria	V9J 8F7	2025-02-20	2,000,000.00	2025-03-01

A tooltip for the 'Property_Identifier' cell (B6) contains the following text: '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.'

A red arrow points to the right side of the spreadsheet with the text 'Scroll right'.

4. IRIS Submission Process

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.

2026 Real Estate Brokerage Transaction Data Call - SR185330

Introduction
Upload File & Process
Validation Status

i

BC Financial Services Authority is collecting residential sales data from real estate trading services brokerages for the period between February 15, 2026, to March 14, 2026.

The data call is **mandatory** and **all brokerages that are licensed to provide trading services** are required to provide a submission by **April 17, 2026**, even if they do not have any residential sales to report. Failure to respond to the 2026 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 2026 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 B.C. Ltd / Test Brokerage

Due Date
November 07, 2025


Start

4a. 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.

2026 Real Estate Brokerage Transaction Data Call - SR185330

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, after re-submitting, you continue to experience issues, please contact support@bcfsa.ca for further assistance.

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

Check here if you have no transactions to report.

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

Previous Next

4b. IRIS Submission Process – Data to Report

- 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.

- Select “Next.”

2026 Real Estate GVR Brokerage Transaction Data Call - SR198754

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, after re-submitting, you continue to experience issues, please contact support@bcfsa.ca for further assistance.

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

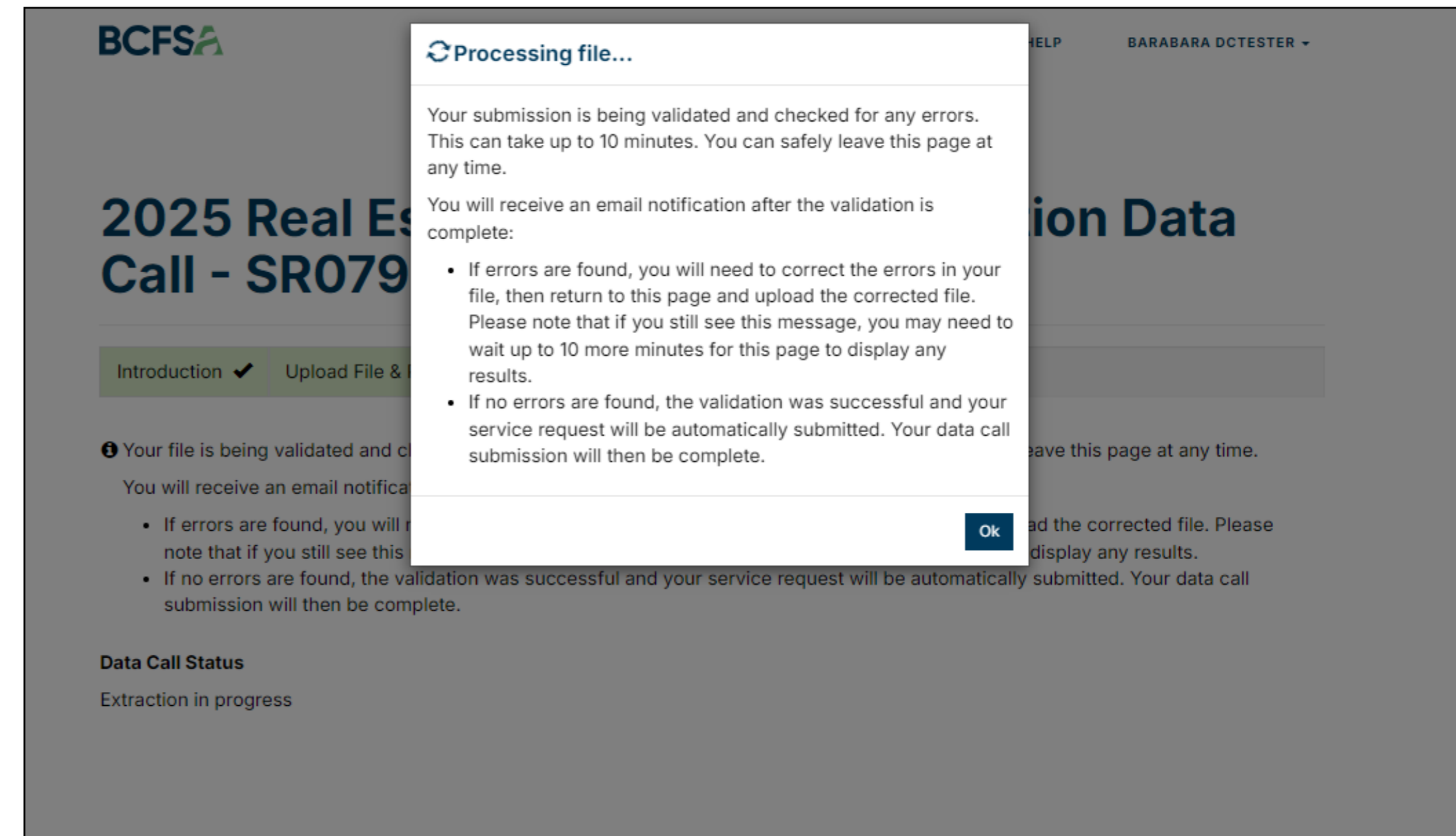
Check here if you have no transactions to report or if all of your transactions are in the exempted GVR region. Please indicate in the following dropdown either of the two, depending on your reporting situation.

No file chosen

4c. IRIS Submission Process – Review & Confirmation

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 April 17 to confirm that the workbook uploaded successfully.



5. GVR Member Brokerages

- Brokerages that are members of the GVR Board and their managing brokers are exempt from providing residential real estate transaction data for transactions involving property located within the geographical area served by the GVR Board.
- Brokerages and managing brokers that are members of the GVR Board that list and sell properties outside of the GVR Board area are still required to submit real estate transaction data for those transactions, this includes reporting transactions for all offices that are outside of the GVR Board area (i.e., branch offices).
- Brokerages and managing brokers that are members of the GVR Board are also still required to submit recission data, including a NIL submission.
- See instructions on following slides to report the following:
 - a. No transactions or recissions to report
 - b. All transactions are in the exempted region
 - c. Reporting transactions outside of the GVR Board area

5a. GVR Member Brokerages – No Data to Report

1. If your brokerage is a member of the GVR Board and you have no transactions or rescissions to report, check the corresponding box and select “Next”.
2. Your submission will be filed. No further action is required.

2026 Real Estate GVR Brokerage Transaction Data Call - SR198754

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, after re-submitting, you continue to experience issues, please contact support@bcfsa.ca for further assistance.

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

Check here if you have no transactions to report or if all of your transactions are in the exempted GVR region. Please indicate in the following dropdown either of the two, depending on your reporting situation.

Select the option that best describes your reporting situation *

No transactions to report ▼

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

Previous
Next

5b. GVR Member Brokerages – All Transactions are in Exempted Region

3. If (1) your brokerage is a member of the GVR Board, and (2) all of your transactions are in the exempted region, check the corresponding box and select “Next”.
4. Your submission will be filed. No further action is required.

2026 Real Estate GVR Brokerage Transaction Data Call - SR198754

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, after re-submitting, you continue to experience issues, please contact support@bcfsa.ca for further assistance.

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

Check here if you have no transactions to report or if all of your transactions are in the exempted GVR region. Please indicate in the following dropdown either of the two, depending on your reporting situation.

Select the option that best describes your reporting situation *

All of my transactions are in the exempted region

You have indicated that all of your transactions are in the exempted region. If this is correct, please click on 'Next', below

Previous Next

5c. GVR Member Brokerages – Transactions to Report

5. If your brokerage is a member of the GVR Board and you have transactions or rescissions to report, follow the IRIS submission process (see pg. 9 and 10).

6. 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 before you can complete your submission.
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

7. Resources

For additional information, please visit:

- [Data Call Information Webpage](#)
- [Data Call Advisory](#)
- [Data Call Regulatory Statement](#)

If you have questions, please email datacall@bcfsa.ca or call them at 604-660-3555 or toll-free 1-866-206-3030.