

**PART A - INSTRUCTIONS**

Please review the "Team Guidelines" on the reverse of this form before submitting your request to BCFSA.

- In order to have your team name approved, you must include:
  - the team name you are requesting
  - the names of all team members (both licensed and unlicensed)
  - the name of your brokerage.
- You may submit more than one team name for consideration. If you submit more than one name, please list the names in order of preference. We will review your request to ensure that:
  - the team name complies with the Team Name Guidelines (see reverse)
  - the name is available (not in use by another team).
- Submission of this form does not guarantee the approval of your chosen team name.
- To change the name of an existing team or add/remove team members, fill out this form.
- There is no fee to register or change a team name.

**PART B - TEAM INFORMATION**

Please advise if you are sending this request for (check one):  Remove team member(s)  
 Team Name Approval only     Team Name Approval **and** Registration     Add Team Member(s)     Change Existing Team Name

Team name requested	Current team name (if any)
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Please list all team members. A team must include a minimum of **two** members. If more space is required, attach a separate page.  
**Note:** If you have any unlicensed team members, please include their names and indicate that they are unlicensed.

1) _____	5) _____
2) _____	6) _____
3) _____	7) _____
4) _____	8) _____

Brokerage Name (**All licensed team members must be engaged by the same related brokerage**)

Please indicate how you would like to receive confirmation of your team name registration. This response will be copied to your managing broker so please ensure that your managing broker is aware of your intention to register a team name.

Via Email: _____	Via fax to your brokerage office: _____
(email address)	(fax number)

**PART C - LICENSEE SIGNATURE**

Your name	Signature	Date (MM/DD/YYYY)
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<b>Mailing Address</b> BC Financial Services Authority 600-750 West Pender Street   Vancouver, B.C. Canada   V6C 2T8	<b>Enquiries</b> Tel: 604.660.3555   Toll-free: 1.866.206.3030   Fax: 866.660.3365 www.bcfsa.ca   licensing@bcfsa.ca
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## TEAM GUIDELINES

### TEAM NAME GUIDELINES

Approvals of team names are made on a case-by-case basis. The following guidelines are applied when considering team name requests:

- A team name must convey to the public that a group of individuals from the same brokerage (which may include unlicensed assistants) is working as a team. Team names which include the words “Group,” “Team,” “Network,” or “Associates” help to make this clear.
- To ensure the public is not misled or confused, a team name must not give the impression of being an incorporated company or brokerage. Team names such as “Joe Blogg and Company” or “Blogg Real Estate Services” will not be approved.
- The terms “Realty” and “Real Estate” may not be used in a team name as they may give the impression of being a separately licensed brokerage. Exceptions to this are the use of the terms “Real Estate Team” or “Real Estate Group” at the end of a name. Examples: “The Bloggs Real Estate Team” or “The Bloggs Real Estate Group.”
- No team name will be approved that may be confused with an existing brokerage.
- No team name will be approved that is identical to an existing, approved team name.

You will be advised in writing of the Council’s decision regarding your team name request. Typically, team name decisions are made within a week to ten days of the Council’s receipt of the Team Name Request Form. Team name approvals are sent to the requesting licensee and copied to the managing broker.

**Note:** Licensees with the same surname who are engaged by the same brokerage (e.g., “the Bloggs”) may advertise together as “the Bloggs.” Registration of the surname with BCFSa is not required.

### TEAM MEMBER GUIDELINES

- A team must include at least two people, one of whom must be licensed.
- All licensed team members must be licensed with the same brokerage.
- A licensee can only be a member of one team at a time.
- It is the obligation of the licensed team members to advise BCFSa, in writing, when any team member leaves the team or a new member joins. This requirement also applies when a team member transfers or surrenders their licence.

All licensed team members need to be aware that as individual licensees they have an obligation to comply with all of the provisions of the *Real Estate Services Act*, the Real Estate Services Regulation, Bylaws and Rules. The fact that one licensee member of the team may be the “lead” licensee of the team in no way diminishes the other team members’ legislated responsibilities and obligations.

### TEAM ADVERTISING GUIDELINES

- Teams may identify themselves by team name in advertisements, but the brokerage name must also be prominently displayed and must be easily readable in relation to the rest of the advertisement. Including the name of the brokerage at the bottom of a website or print advertisement, in small type, does not satisfy the requirements of section 4-6(2) of the Rules.
- All advertising that includes the names of unlicensed team members must identify them as being unlicensed.