

Please complete all sections as indicated. Please print clearly.

PART A APPLICANT INFORMATION

Category of licence applied for <i>(check all that apply)</i> <input type="checkbox"/> Trading Services <input type="checkbox"/> Rental Property Management Services <input type="checkbox"/> Strata Management Services		BCFSA Use Only File Number Approval date Approved by Cond/Restrictions
Full legal name of brokerage		
Trade name, if any, of the brokerage		
Brokerage address – Suite # / Street Address	City	Postal Code
Phone number for that office <i>(include area code)</i>	Fax number, or email address, for that office <i>(include area code)</i>	

PART B INSTRUCTIONS

A brokerage renewal must be submitted at least 30 days before the licence expires, in accordance with section 2-13(2) of BCFSA Rules. If the brokerage will not be renewing its licence, please contact the BCFSA office for complete requirements for winding up a brokerage.

Mailing address for delivery: BCFSA will use the brokerage office address for delivery of any notices required by the *Real Estate Services Act* unless you provide a different address for delivery on a separate sheet attached to this renewal form.

PART C INFORMATION RESPECTING REPUTATION AND SUITABILITY

These questions only apply since the date of the brokerage's last application.

For any question for which the answer is "Yes", attach complete details as an exhibit.

1 Has the corporation or partnership been convicted of, or is it currently charged with, a criminal or other offence under a federal or provincial enactment, or under the law of any foreign jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2 Has the corporation or partnership been subject to bankruptcy, insolvency or receivership proceedings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3 Has the corporation or partnership had any court orders or judgements made against it in relation to real estate services, a dealing in insurance, mortgages or securities, or misappropriation, fraud or breach of trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4 Has the corporation or partnership been refused a licence, or held a licence that was suspended or cancelled, under real estate, insurance, mortgage broker, or securities legislation in British Columbia or another jurisdiction, or has the corporation or partnership ever been disciplined by a professional body?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART D VERIFICATION OF CORPORATE FILING

Pursuant to section 4-4(3)(b) and 4-6(3)(b) of BCFSA Bylaws, a brokerage must be in good standing with the B.C. Corporate Registry (i.e: all filings must be up to date). Please indicate the date of the last Annual Report filing made by this brokerage with the B.C. Corporate Registry:

_____ month and year

PART E CERTIFICATION

I certify that I am a managing broker, director, officer or partner of the applicant for licensing, and that the information and statements contained in this application and any attachments are true and complete.

Name of applicant	Signature	Dated MM/DD/YYYY
Title or position		

Mailing Address BC Financial Services Authority 600-750 West Pender Street Vancouver, B.C. Canada V6C 2T8	Enquiries Tel: 604.660.3555 Toll-free: 1.866.206.3030 Fax: 866.660.3365 www.bcfsa.ca licensing@bcfsa.ca
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Note: Please use a separate form for each applicant. Partial payments will not be accepted.

Name of licensee
Name of brokerage

FEES AND RELATED ASSESSMENTS

Individual Fees

<input type="checkbox"/> \$2000	First time Licensing Application
<input type="checkbox"/> \$2000	Re-licensing Application (unlicensed for more than 90 days from licence expiry)
<input type="checkbox"/> \$1650	Licensing Renewal Application
<input type="checkbox"/> \$1700	Late Renewal (unlicensed less than 90 days from licence expiry)
<input type="checkbox"/> \$250	Licence Transfer or Reinstatement Application
<input type="checkbox"/> \$250	Personal Real Estate Corporation Transfer
<input type="checkbox"/> \$250	Change of Licence Level or Category
<input type="checkbox"/> \$50	Individual Name Change
<input type="checkbox"/> \$1000 <input type="checkbox"/> \$950 Renewal	Secondary Managing Broker Licence Application
<input type="checkbox"/> \$_____	Pro-rated licensing fee for Personal Real Estate Corporation (see www.bcfsa.ca for fees)

Brokerage Fees

<input type="checkbox"/> \$2200 <input type="checkbox"/> \$1650 Renewal	Licensing Application – Brokerage
<input type="checkbox"/> \$1000 <input type="checkbox"/> \$950 Renewal	Licensing Application – Branch Office
<input type="checkbox"/> \$250	Change of Licence Level or Category
<input type="checkbox"/> \$50	Name or Address Change

Other Fees

☐ \$_____ (describe)_____

CREDIT CARD INFORMATION

Credit card #	Expiry date MM/YY	
Name on card (PRINT CLEARLY)	Cardholder signature	Date MM/DD/YYYY
Note: Licence fees and Compensations Fund assessments are not refundable after licence issuance. If the licence is surrendered in the first year of the two year licensing period, a refund of the second year errors and omissions insurance premium is available. If an application is withdrawn for any reason prior to licence issuance, the application fee will not be refunded.		

FOR OFFICE USE ONLY PLEASE DO NOT WRITE IN THIS SECTION

Amount	Card Auth. #	Licence #
Rec. #	Date	

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PRIVACY NOTICE

BCFSA collects, uses and discloses your personal information in accordance with the Freedom of Information and Protection of Privacy Act and other applicable legislation. Rev 06/2021