



Please complete all sections as indicated. Please print clearly.

PART A APPLICANT INFORMATION	
Category of licence applied for (check all that apply) <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	
Branch office address – Suite # / Street Address	
City, Province	Postal code
Phone number for that office (include area code)	Fax number, if any, for that office (include area code)
Email address, if any, for that office	

PART B INSTRUCTIONS
<p>A branch office renewal must be submitted at least 30 days before the licence expires, in accordance with section 14(2) of Real Estate Services Rules. If the branch office will not be renewing its licence, please contact the BCFSA office for complete requirements for winding up a branch office.</p> <p>Mailing address for delivery: BCFSA will use the branch office address for delivery of any notices required by the <i>Real Estate Services Act</i> unless you provide a different address for delivery on a separate sheet attached to this renewal form.</p>

PART C AUTHORIZATION		
Signature of managing broker, director, officer or partner of brokerage		
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.recbc.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