

Please complete all sections as indicated. Please print clearly.

**PART A APPLICANT INFORMATION**

<b>Category of licence applied for (check all that apply)</b> <input type="checkbox"/> Trading Services <input type="checkbox"/> Rental Property Management Services <input type="checkbox"/> Strata Management Services		<b>BCFSA Use Only</b> 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 (include area code)	Fax number, or email address, for that office (include area code)	

**PART B INSTRUCTIONS**

**A brokerage renewal must be submitted at least 30 days before the licence expires, in accordance with ssection 14(2) of the Real Estate Services 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 Pursuant to Regulatory Statement RESA 21-002, 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		

<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 <a href="http://www.bcfsa.ca">www.bcfsa.ca</a>   <a href="mailto:licensing@bcfsa.ca">licensing@bcfsa.ca</a>
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Freedom of Information and Protection of Privacy Act (FOIPPA)

The information requested on this form is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act. The information is collected for the purpose of processing your payment. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 604-660-3555, 600-750 West Pender Street, Vancouver, B.C. V6C 2T8.

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

- Individual fees list including: \$2000 First time Licensing Application, \$2000 Re-licensing Application, \$1650 Licensing Renewal Application, \$1700 Late Renewal, \$250 Licence Transfer or Reinstatement Application, \$250 Personal Real Estate Corporation Transfer, \$250 Change of Licence Level or Category, \$50 Individual Name Change, \$1000/\$950 Renewal Secondary Managing Broker Licence Application, and Pro-rated licensing fee for Personal Real Estate Corporation.

Brokerage Fees

- Brokerage fees list including: \$2200/\$1650 Renewal Licensing Application - Brokerage, \$1000/\$950 Renewal Licensing Application - Branch Office, \$250 Change of Licence Level or Category, and \$50 Name or Address Change.

Other Fees

- Other fees section with a checkbox and a line for describing a fee: \$ (describe) \_\_\_\_\_

CREDIT CARD INFORMATION

Credit card information table with fields for Credit card #, Expiry date, Name on card, Cardholder signature, and Date.

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

Office use only table with fields for Amount, Card Auth. #, Licence #, Rec. #, and Date.