

**PART A NATURE OF APPLICATION**

<b>Type of applicant</b> <i>(please check)</i> <input type="checkbox"/> First-time applicant <input type="checkbox"/> Re-licensing applicant <i>(unlicensed for <b>more</b> than 90 days from licence expiry)</i> <input type="checkbox"/> Renewal applicant <input type="checkbox"/> Late Renewal <i>(unlicensed <b>less</b> than 90 days from licence expiry)</i> <input type="checkbox"/> Reinstatement applicant <i>(licence inoperative for <b>more</b> than 90 days within licence period)</i> <input type="checkbox"/> Reinstatement applicant <i>(TRANSFER) (currently licensed or inoperative for <b>less</b> than 90 days)</i> <input type="checkbox"/> Change of licence level or category		<b>BCFSA Use Only</b> File Number  Approval date  Approved by
<b>Pursuant to s. 10.4(2)(a) and (b) of the Real Estate Services Regulation, the licence level and category of the personal real estate corporation must be the same as that of the controlling individual.</b>		BCSC/Ins/FIC
<b>Level of licence applied for</b> <i>(check one box only)</i> <input type="checkbox"/> Representative <input type="checkbox"/> Associate broker <input type="checkbox"/> Managing broker	<b>Categories of licence being applied for</b> <i>(Check all that apply)</i> <input type="checkbox"/> Trading Services <input type="checkbox"/> Rental Property Management Services <input type="checkbox"/> Strata Management Services	Cond/Restrictions
Full legal name of personal real estate corporation		
Full legal name of controlling individual of the personal real estate corporation		
Mailing address for delivery <i>This is the address BCFSA will use for mailing the personal real estate corporation notices required by the Real Estate Services Act. BCFSA will use your brokerage office address for delivery of these notices unless you provide a different mailing address in this space.</i>		

**PART B BROKERAGE INFORMATION**

**Pursuant to s. 10.4(3) of the Real Estate Services Regulation, the licence of the personal real estate corporation must be in relation to the same brokerage as the controlling individual.**

Name of related brokerage

**PART C CONFIRMATION OF CORPORATE QUALIFICATIONS**

**As the controlling individual of the personal real estate corporation, please confirm that:**

the Corporation is in good standing with the B.C. Corporate Registry and any other applicable registry;

all the voting shares of the corporation are legally and beneficially owned by the controlling individual;

the controlling individual is the sole director of the corporation;

the controlling individual is the president and sole officer of the corporation; and

**If your personal real estate corporation has any non-voting shareholders, please confirm that:**

all non-voting shares are legally and beneficially owned by the controlling individual or an affiliated person of the controlling individual.  
*See definition of "affiliated person" in section 10.1 of the Real Estate Services Regulation.*

*If non-voting shares are owned by an affiliated person, please attach a separate page with the name(s) and relationship to you of affiliated person(s). If the affiliated person is a corporation or a trust, please also provide documentation indicating the shareholders of the corporation or beneficiaries of the trust and confirming their relationship to you as affiliated person(s).*

## PART D INFORMATION RESPECTING REPUTATION AND SUITABILITY

To be completed by all applicants.

**PLEASE NOTE: If you are applying for a licence reinstatement (you are currently licensed or have been inoperative less than 90 days), change of licence level or category, renewal, or late renewal, these questions apply only since the date of your last application.**

If your answer to any of the questions below is "Yes," please attach and submit complete details with this application.

1. Has the corporation ever 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?	Yes <input type="checkbox"/> No
2. Has the corporation ever been subject to bankruptcy, insolvency or receivership proceedings?	Yes <input type="checkbox"/> No
3. Has the corporation ever had any court orders or judgments made against it in relation to real estate services, a dealing in insurance, mortgages or securities, or misappropriation, fraud or breach of trust?	Yes <input type="checkbox"/> No
4. Has the corporation ever 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 ever been disciplined by a professional body?	Yes <input type="checkbox"/> No

## PART E CERTIFICATION OF CONTROLLING INDIVIDUAL

I certify that I am the controlling individual of the personal real estate corporation that is applying for licensing and the information and statements contained in this application and any attachments are true and complete. I further assure that the personal real estate corporation will not conduct any business other than the provision of real estate services and ancillary services directly associated with the provision of real estate services.

Name of controlling individual	Signature	Dated MM/DD/YYYY
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## PART F CERTIFICATION OF RELATED BROKERAGE

I, the managing broker, sole proprietor, director, officer or partner of the related brokerage, certify that I hereby approve and consent to this application.

Name	Brokerage name
Signature	Dated MM/DD/YYYY
Title or position of above signatory ( <i>managing broker, sole proprietor, director, officer or partner</i> )	

<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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### 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 01/2021



**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**

- \$2000 First time Licensing Application
- \$2000 Re-licensing Application (unlicensed for more than 90 days from licence expiry)
- \$1650 Licensing Renewal Application
- \$1700 Late Renewal (unlicensed less than 90 days from licence expiry)
- \$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
- \$\_\_\_\_\_ Pro-rated licensing fee for Personal Real Estate Corporation (see www.bcfsa.ca for fees)

**Brokerage Fees**

- \$2200       \$1650 Renewal      Licensing Application – Brokerage
- \$1000       \$950 Renewal      Licensing Application – Branch Office
- \$250 Change of Licence Level or Category
- \$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	