

**PURPOSE**

BCFSA uses the information in this form generally as an overview of the real estate services provided by brokerages throughout the province. Coupled with the other financial and records information submitted with the filing of the brokerage's Accountant's Report, it also assists BCFSA's audit staff to prepare for brokerage office inspections.

**INSTRUCTIONS**

1. This form is to be completed by a managing broker who is licensed in relation to the brokerage.
2. If there is insufficient space on the form, please provide the requested information in an attachment.
3. This form is to be returned to BCFSA with the Accountant's Report and the financial statements for the brokerage's fiscal year.

PART A	
The following information is given with respect to _____ for the fiscal year <span style="display: block; text-align: center; font-size: small;">(legal name of brokerage)</span>	
commencing on _____ and ending on _____ <span style="display: block; text-align: center; font-size: small;">(first day of the brokerage's fiscal year) <span style="margin-left: 200px;">(last day of the brokerage's fiscal year)</span></span>	
Has the brokerage notified BCFSA of all business changes during the past fiscal year, as required by section 24 of the Real Estate Services Rules? <span style="float: right;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No <i>(if no, attach details)</i> </span>	
Number of related licensees as of date signed:	

PART B				
<b>Indicate below the <u>approximate</u> percentage of the brokerage's current total business activities, based on dollar volume, represented by the following activities (total = 100%):</b>				
Residential sales	Industrial, commercial, investment sales	Leases	Appraisals	
Consulting services	Rental property management	Strata management		
<b>Indicate below the <u>approximate</u> number of transactions the brokerage has been involved with during the past fiscal year:</b>				
Residential sales	Industrial, commercial, investment sales	Leases	Appraisals	Consulting services
<b>Indicate below the <u>approximate</u> number currently managed:</b>				
Rental units		Rental property management clients		
Strata lots	Strata corporations with sections	Sections within strata corporations	Total number of strata corporations	
<b>Indicate below the <u>average</u> monthly trust balances in all trust accounts relating to:</b>				
Trades in real estate <i>(real estate transactions)</i>	Commissions	Strata corporations (including sections)	Rental real estate	
\$	\$	\$	\$	
<b>Indicate the average monthly total of rents collected:</b>			\$	
<b>Indicate the average monthly total of strata fees, excluding special levies, collected on behalf of strata corporations (including sections):</b>			\$	

PART C		
Print name of managing broker	Signature of managing broker	Date MM/DD/YYYY

## REAL ESTATE SERVICES RULE 75(1)

To view Real Estate Services Rule 75(1) on annual financial statements, accountant's report and brokerage activity, please click here: <https://www.bcfsa.ca/about-us/legislation/real-estate-services-rules#section75>.

## REGULATORY STATEMENT RESA 21-004

To view the Regulatory Statement RESA 21-004 on brokerage reporting requirements, please click here: <https://www.bcfsa.ca/industry-resources/real-estate-professional-resources/knowledge-base/regulatory-statements/resa-21-004-brokerage-reporting-requirements>

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