

PART A - INSTRUCTIONS FOR BROKERAGE/BRANCH OFFICE CHANGE OF ADDRESS

Please submit with this form:

- A copy of the **city or municipal business licence** showing the new address. Please note that BCFSA is aware there is often a waiting period to receive an original business licence. A copy of the paid application for business licence showing the brokerage name and address is therefore acceptable to BCFSA. If no business licence is required for your area, please submit a letter from the local government authority advising that a licence is not required.
A fee of \$50.00 payable to BC Financial Services Authority. (See www.bcfsa.ca for Credit Card Payment form)
- The original brokerage or branch office licence for amendment. Licence certificates of individual licensees engaged by the brokerage are not required to be amended.

For a residential brokerage office:

In addition to the above, if the office will be located in the managing broker's residence, pursuant to section 2-5 [*residential brokerage offices*] of the Rules, **please also submit:**

- Written confirmation from the managing broker that this is their residence address and that they are the controlling shareholder of the corporation or one of only 2 shareholders of the corporation, the other of whom is the spouse or family partner of the managing broker. In the case of a sole proprietor, shareholder information is not required.
- A copy of the home based bylaws from the city or municipality for their area.

Please note that the residential brokerage licence will be restricted to engaging only the managing broker and one additional licensee, who may or may not have to reside on the premises based on the government bylaws for that area.

If any requirements, such as the original licence certificate, are not attached, please indicate when they will follow by mail.

PART B – BROKERAGE/BRANCH OFFICE CHANGE OF ADDRESS DETAILS

Brokerage name		
Current address of brokerage or branch office		
NEW Address of brokerage or branch office		
Effective date of move	Please indicate whether this is a commercial or residential location	
Phone	Fax	Email
Name of applicant (<i>Managing Broker, Officer, Director or Partner</i>)	Signature	
Title or position	Date	
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

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.



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.

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.