

LICENCE RENEWAL PROCESS

Approximately eight weeks before your licence expiry date, you will receive an email notifying you that your renewal application is due, with instructions for [renewing your licence online](#).

If you do not wish to renew your licence online, you may complete and return this renewal application form to BCFSA's office.

You must complete and submit your online or paper renewal application to BCFSA at least 30 days prior to your licence expiry date.

Questions? Contact BCFSA at 604.660.3555, toll-free at 1.866.206.3030, or by email licensing@bcfsa.ca.



PART A – NATURE OF APPLICATION

Type of applicant <i>(please check)</i> <input type="checkbox"/> First-time applicant <i>(Submit criminal record check with application. See attached page for details.)</i> <input type="checkbox"/> Re-licensing applicant <i>(unlicensed for more than 90 days from licence expiry) (Submit criminal record check with app.)</i> <input type="checkbox"/> Renewal applicant <input type="checkbox"/> Late Renewal <i>(unlicensed less than 90 days from licence expiry)</i> <input type="checkbox"/> Reinstatement applicant <i>(licence inoperative for more than 90 days within licence period) (Submit criminal record check with app.)</i> <input type="checkbox"/> Reinstatement applicant <i>(TRANSFER) (currently licensed or inoperative for less than 90 days)</i> <input type="checkbox"/> Change of licence level or category <input type="checkbox"/> Secondary managing broker licence		BCFSA Use Only File Number Approval date Approved by BCSC/Ins/FIC Cond/Restrictions
Level of licence applied for <i>(check one box only)</i> <input type="checkbox"/> Representative <input type="checkbox"/> Associate broker <input type="checkbox"/> Managing broker	Categories of licence being applied for <i>(You will only be licensed for the category(s) indicated in this section. Check all that apply.)</i> <input type="checkbox"/> Trading services <input type="checkbox"/> Rental property management services <input type="checkbox"/> Strata management services	

PART B – APPLICANT INFORMATION

Indicate your full legal name below. Initials are not acceptable.

Last name	First name	Middle name(s) <i>(Initials are not acceptable)</i>
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Any previous legal names(e.g. maiden name), or other names by which you are or have been known	
Name other than your legal name (e.g. nickname, hyphenated last name) that you intend to use for advertising purposes, if any		
Residential address – Suite #/Street <i>(P.O. boxes are not acceptable)</i>		
City, Province		Postal Code
Phone number <i>(include area code)</i>	Email address <u>required</u>	
Mailing address for delivery <i>(this is the address BCFSA will use for mailing to you 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 C – BROKERAGE INFORMATION

Name of proposed related brokerage		
Office address of proposed related brokerage or branch office– Suite # / Street		
City, Province	Postal code	Phone number for that office

PART D – BACKGROUND INFORMATION

To be completed by all first-time, re-licensing, and reinstatement (inoperative more than 90 days) applicants.

Place of birth

Date of birth MM/DD/YYYY

Are you a Canadian citizen? If No, attach evidence of immigration or work visa status.

Yes No

If you were born outside of Canada, indicate the date of your arrival in Canada

If you resided outside of Canada for any period (other than as noted above), indicate the dates and locations (country and, if applicable, state, province or territory) of those periods of residency.

Are you currently employed? If yes, please indicate the name/address of employer.

Yes No

PART E – INFORMATION RESPECTING REPUTATION AND SUITABILITY

To be completed by all applicants. PLEASE NOTE: In the case of a reinstatement (currently licensed or 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.

1. Have you ever been **convicted** of, or are you **currently charged** with, a criminal or other offence under a federal or provincial enactment, or under the law of any foreign jurisdiction?

If yes, attach a copy of the offence, date of offence and outcome, even if an absolute or conditional discharge has been granted. Conviction(s) for which you have received a pardon need not be disclosed. Note: Highway traffic offences resulting only in monetary fines or demerit points, or both, and charges initiated by a violation ticket as defined in the Offence Act or by a ticket as defined in the Contraventions Act (Canada), need not be disclosed. A Notice of Driving Prohibition under section 215 of the Motor Vehicle Act need not be disclosed.

Yes No

Impaired driving is a Criminal Code offence and must be disclosed.

2. Have you ever been, or are you currently the subject of a bankruptcy, insolvency or receivership proceeding? This includes:

- a bankruptcy order made against you (or an application for such an order),
 - an assignment in bankruptcy or a proposal under Part III of the *Bankruptcy and Insolvency Act*, or
 - an insolvency proceeding (including a receivership or an arrangement under the *Companies' Creditors Arrangement Act*)
- If yes, attach full particulars. For a list of required disclosures, please see www.recbc.ca/licensee/education-licensing-faq.html*

Yes No

3. Has any business of which you have been an owner, director, officer or partner, been subject to bankruptcy, insolvency or receivership proceedings during the period when you were owner, director, officer or partner? This includes:

- a bankruptcy order made against the business (or an application for such an order),
 - an assignment in bankruptcy or a proposal under Part III of the *Bankruptcy and Insolvency Act*, or
 - an insolvency proceeding (including a receivership or an arrangement under the *Companies' Creditors Arrangement Act*)
- If yes, attach full particulars. For a list of required disclosures, please see www.recbc.ca/licensee/education-licensing-faq.html*

Yes No

4. Have you ever had any court orders or judgments made against you in relation to real estate services, a dealing in insurance, mortgages or securities, or misappropriation, fraud or breach of trust?

If yes, attach copy of court order or judgment.

Yes No

5. Has any business of which you have been an owner, director, officer or partner, had any court orders or judgments made against the business, during the period when you were owner, director, officer or partner, in relation to real estate services, a dealing in insurance, mortgages or securities, or misappropriation, fraud or breach of trust?

If yes, attach copy of court order or judgment.

Yes No

6. Have you 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 have you ever been disciplined by a professional body?

If yes, provide full particulars including any action taken by the BC Financial Services Authority.

Yes No

7. Are you the subject of an investigation or disciplinary proceedings under real estate, insurance, mortgage broker or securities legislation, or by a professional body, in British Columbia or another jurisdiction?

If yes, provide full particulars including any action taken by the BC Financial Services Authority.

Yes No

PART F – EDUCATION

To be completed by all first-time applicants, those upgrading licence level or category and those who are required to re-qualify.

Please indicate your UBC Real Estate Division student number here: | | | | | | | |

Provide the date you completed the applicable exam(s), or their former equivalents, to qualify for the requested licence category and level. (If you have received an education exemption from BCFSa, attach details)	Month/Year Completed
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Real Estate Trading Services Licensing Exam <i>(Formerly called Salesperson's Pre-Licensing Exam)</i>	
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Rental Property Management Licensing Exam <i>(Formerly called Property Management Pre-Licensing Exam)</i>	
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Strata Management Licensing Exam	
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Real Estate Trading Services Supplemental Exam <i>(Formerly called Salesperson's Supplemental Exam)</i>	
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Rental Property Management Supplemental Exam <i>(Formerly called Property Management Supplemental Exam)</i>	
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Strata Management Supplemental Exam	
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Broker's Licensing Exam <i>(Formerly called Agent's Pre-Licensing Exam)</i>	
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If you have taken other real estate related post secondary education (e.g. B.Comm or Urban Land Economics Diploma program), attach original transcripts, in a sealed envelope from the post secondary educational institution.

PART G – CONSENTS AND CERTIFICATION

Consent for verification of criminal record check

If required by BCFSa to provide a criminal record check pursuant to the Regulatory Statement "Required Form and Content of License Applications (RESA 21-002)", I hereby authorize BCFSa to verify the accuracy of the criminal record check with the appropriate authorities. Note: Any information BCFSa obtains through this consent will be used only for determining suitability for licensing under the Real Estate Services Act.

Consent to obtaining a credit rating check *(applicable to managing broker applicants only)*

I hereby authorize BCFSa to ascertain my credit rating by performing a credit check with the appropriate Credit Bureau. Note: Any information the BCFSa obtains through this consent will be used only for determining suitability for licensing under the Real Estate Services Act.

Confirmation of completion of Continuing Education requirements (applicable to renewal applicants only)

I confirm that I have completed BCFSa's Continuing Education requirements, pursuant to Regulatory Statement RESA 21-001.

Certification

I certify that I am 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
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PART H – CERTIFICATION OF PROPOSED RELATED BROKERAGE

I, the managing broker, sole proprietor, director, officer or partner of the proposed related brokerage, certify that I am satisfied from personal knowledge or from inquiries that the applicant is of good reputation and is suitable for licensing, and I hereby approve 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>	

Mailing Address BC Financial Services Authority 600-750 West Pender Street Vancouver, B.C. Canada V6C2T8	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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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

<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.bcfssa.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	

To avoid delays in the processing of your licence, please complete all applicable sections of the application in full. If any portion of the relevant licensing information is incomplete, the application will be returned for completion.

Submit fees by MasterCard, VISA, money order or cheque made payable to “BC Financial Services Authority.” We do not accept payments in cash

FIRST-TIME LICENCE APPLICATION

What to do:

- Complete an **Application for Representative, Associate or Managing Broker Licence** form.
- All first-time trading services licensing applicants must be enrolled in the **Residential/Commercial Trading Services Applied Practice Course** in order to apply for their licence. Please submit your licence application promptly. A licence is required in order to complete the final Applied Practice Course components.
- Include a **criminal record check** with your application. See attached page for details.
- Include a copy of government-issued **photo identification** with your application. See attached page for details.
- Licence applicants must be 19 years of age or older.
- Please forward all documents in one package to BCFSA. If your criminal record check was completed via Triton, please indicate this in the body of your emailed submission.
- Applicants transferring from other Canadian jurisdictions should review BCFSA’s website at www.bcfsa.ca for further information and requirements regarding making an application for licensing in B.C.

Fee: \$2000

Includes:

BCFSA licensing & assessment fees	(\$1000)
Errors & Omissions Insurance assessment	(\$700)
Real Estate Compensation Fund assessment	(\$300)

All fees for two-year period on an anniversary date basis.

NOTE: Licence fees and Compensation Fund assessments are not refundable after licence issuance. If you surrender your licence in the first year of the licensing period, a refund of the second year Errors and Omissions Insurance premium is available. If you withdraw your application for any reason prior to licence issuance, you are entitled to a refund less a \$100 non-refundable application fee.

LICENCE RENEWAL

What to do:

- Complete an **Application for Licence Renewal** online at www.bcfsa.ca or an **Application for Representative, Associate or Managing Broker Licence** form.
- If the renewal application is not received at the BCFSA office by the renewal due date, the application will be treated as a late renewal or a re-licence application.

Fee: \$1650

Includes:

BCFSA licensing & assessment fees	(\$950)
Errors & Omissions Insurance assessment	(\$700)

NOTE: Licence fees and Compensation Fund assessments are not refundable after licence issuance. If you surrender your licence in the first year of the licensing period, a refund of the second year Errors and Omissions Insurance premium is available. If you withdraw your application for any reason prior to licence issuance, you are entitled to a refund less a \$50 non-refundable application fee.

LATE RENEWAL (unlicensed less than 90 days from licence expiry)

What to do:

- Complete an **Application for Representative, Associate or Managing Broker Licence** form.

Fee: \$1700

Includes:

BCFSA licensing & assessment fees	(\$1000)
Errors & Omissions Insurance assessment	(\$700)

NOTE: Licence fees and Compensation Fund assessments are not refundable after licence issuance. If you surrender your licence in the first year of the licensing period, a refund of the second year Errors and Omissions Insurance premium is available. If you withdraw your application for any reason prior to licence issuance, you are entitled to a refund less a \$100 non-refundable application fee.

LICENCE REINSTATEMENT (TRANSFER) APPLICATION
 (currently licensed or inoperative less than 90 days within a licence period) or CHANGE OF LICENCE CATEGORY APPLICANTS

What to do:

- Complete an **Application for Representative, Associate or Managing Broker Licence** form.

Fee: \$250	
Includes:	
BCFSA licensing & assessment fees	(\$250)

If you withdraw your application for any reason prior to licence issuance, you are entitled to a refund less a \$50 non-refundable application fee.

LICENCE REINSTATEMENT APPLICATION (inoperative more than 90 days within a licence period)

What to do:

- Complete an **Application for Representative, Associate or Managing Broker Licence** form.
- Include a **criminal record check** with your application. Please see attached page for details.
- Include a copy of government-issued **photo identification** with your application. Please see attached page for details.
- Please forward all documents in one package to BCFSA. If your criminal record check was completed via Triton, please indicate this in the body of your emailed submission.

Fee: \$250	
Includes:	
BCFSA licensing & assessment fees	(\$250)

If you withdraw your application for any reason prior to licence issuance, you are entitled to a refund less a \$50 non-refundable application fee.

RE-LICENSING APPLICATION (unlicensed more than 90 days from licence expiry)

What to do:

- Complete an **Application for Representative, Associate or Managing Broker Licence** form.
- Include a **criminal record check** with your application. See attached page for details.

Fee: \$2000	
Includes:	
BCFSA licensing & assessment fees	(\$1000)
Errors & Omissions Insurance assessment	(\$700)
Real Estate Compensation Fund assessment	(\$300)
All fees for two-year period on an anniversary date basis.	

- Include a copy of government-issued **photo identification** with your application. See attached page for details.
- Please forward all documents in one package to BCFSA. If your criminal record check was completed via Triton, please indicate this in the body of your emailed submission.

NOTE: Licence fees and Compensation Fund assessments are not refundable after licence issuance. If you surrender your licence in the first year of the licensing period, a refund of the second year Errors and Omissions Insurance premium is available. If you withdraw your application for any reason prior to licence issuance, you are entitled to a refund less a \$100 non-refundable application.