

Important: PRINT or TYPE all information in BLACK INK

NOTICE OF BROKERAGE/SOLE PROPRIETOR CHANGE

All new brokers of record, officers, directors and shareholders must submit a current original Canadian Criminal Record and Judicial Matters Check with this form.

WARNING – IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION

SECTION A – SIGNATURE OF SIGNING AUTHORITY

This form must be signed by the sole proprietor, an officer, director or the broker of record of the applicant

The undersigned hereby certifies that he/she is fully authorized to bind the applicant and is authorized to sign this application on behalf of the applicant. The undersigned hereby certifies that he/she has fully examined all of the information given on this application (including any attachments), and all such information is, to the best of his/her knowledge and belief, true and complete, and hereby requests the registration be granted.

WARNING – IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION

Name	Signature (Electronic or Wet Sign)	Title	Date
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IMPORTANT INFORMATION

This form must also be completed by any new officer, director whose activities in the corporation or partnership will not require him/her to be registered.

CHECK APPLICABLE BOX(ES) AND COMPLETE THE SECTIONS INDICATED:

PAGES 1 & 2	PAGES 1 - 6
<input type="checkbox"/> Name Change (A, B, C, L)	<input type="checkbox"/> Change of Broker of Record (A, B, E, H, I, L)
<input type="checkbox"/> Change to Real Estate Trust Account (A, B, D, L)	<input type="checkbox"/> Shareholders, Share Distribution, or Ownership Interest (Partnerships) Changes (A, B, F, L)
	<input type="checkbox"/> Change of Corporate Officers and/or Directors/Partners (A, B, G, H, I, L) - J & K If applicable

The undersigned is registered as a Brokerage under the *Trust in Real Estate Services Act, 2002* (Check One)

Sole Proprietorship	Corporation	Partnership
1. Ownership One owner	1. Ownership One or more owners	1. Ownership Two or more owners
2. Liability Owner is personally liable for business debts	2. Liability Owners are not personally liable for business debts	2. Liability Partners are personally liable for business debts
3. Taxation Business income is taxed once to the owner	3. Taxation Business income is taxed once to the corporation and once to the owners	3. Taxation Business income is taxed once to the partnership and once to the partners
4. Formation Simple and inexpensive to set up	4. Formation Complex and expensive to set up	4. Formation Simple and inexpensive to set up
5. Continuity Business ends when owner dies or quits	5. Continuity Business continues indefinitely	5. Continuity Business continues indefinitely
6. Control Owner has complete control	6. Control Owners share control	6. Control Partners share control
7. Raising Capital Difficult to raise capital	7. Raising Capital Easy to raise capital	7. Raising Capital Easy to raise capital
8. Flexibility Flexible structure	8. Flexibility Rigid structure	8. Flexibility Flexible structure

SECTION B – EXISTING BUSINESS NAME AND ADDRESS INFORMATION

Registered Business Name					Registration Number				
Trade Style Name									
Business Address (Street Number and Name)							Suite or Unit Number		
City				Province			Postal Code		
Business Telephone Number			Business Fax Number			E-mail Address			

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HEREBY NOTIFY THE REGISTRAR OF THE FOLLOWING CHANGES:

SECTION C – NAME CHANGE REQUEST

New Registered Business Name (Note: If Corporate name has changed, attach Articles of Amendment to this form)	Effective Date YYYY/MM/DD
	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
New Trade Style Name (Attach a copy of the Business Name Registration for a Corporation)	Effective Date YYYY/MM/DD
	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>

SECTION D – CHANGE OF REAL ESTATE TRUST ACCOUNT INFORMATION

Provide the NEW trust account number (if applicable) name and address of the Bank or Financial Institution where a Real Estate Trust Account will be maintained and in which will be deposited all monies received by the applicant in trust for others, in connection with the business. Also provide a copy of the Real Estate Trust Account signature card on file with the same Bank or Financial Institution.

Name of the Financial Institution	Real Estate Trust Acct Number	
Address (Street & Number)	City	Postal Code

Has there been a change to the Real Estate Trust Account? YES ☐ NO ☐

If there has been a change in Real Estate Trust Account, you must provide the reconciliation of the previous Real Estate Trust Account along with a statement from the Financial Institution attesting to the balance at time of closing the previous account.

You must also include a statement from the Financial Institution attesting to the opening balance of the new Real Estate Trust Account with a letter from the Financial Institution attesting to the signatory on the new Real Estate Trust Account.

SECTION E – REQUEST FOR CHANGE OF BROKER OF RECORD

- Please provide a Corporate Resolution appointing a new Broker of Record. **A sample Corporate Resolution is attached to this application.**
- Include updated Real Estate Trust Account Signature Card from financial institution.
- Please submit a current, original Canadian Criminal Record Check.

Legal Surname	Legal First Name	Legal Middle Name(s)	Registration Number
			<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>

SECTION F – CHANGE IN SHAREHOLDERS (CORPORATIONS ONLY)

Please identify any changes in the Equity Share structure. **Refer to completion instructions on Page 5.**

Name of Person(s) who Beneficially Owns or Controls 10% or More of Equity Shares	Name of Shareholder(s) of Record, if different	Percentage of Votes Beneficially Owned or Controlled by each person
TOTAL		

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SECTION G – APPOINTMENT OF NEW OFFICERS AND DIRECTORS (CORPORATIONS ONLY)

Pursuant to Subsection 4 of Section 4 of the *Trust in Real Estate Services Act, 2002* hereby request the consent of the Registrar to the appointment of the Officers listed below.

Name of Officer / Director	RECO Registration Number	Title	Date of Appointment

SECTION H – CHANGE OF OFFICER / DIRECTOR / BROKER OF RECORD

Please enter the details for the terminating officer/director/broker of record in Part 1 and the details for the new officer/director/broker of record in Part 2. Use multiple copies of this page if multiple terminations / appointments.

PART 1

Type of Notice: TERMINATING		EFFECTIVE DATE OF CHANGE YYYY / MM / DD	
Registration Number		Will individual remain registered with the company? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Legal Surname	Legal First Name	Legal Middle Name(s)	

PART 2

Type of Notice: NEW		EFFECTIVE DATE OF CHANGE YYYY / MM / DD	
Registration No.	Date of Birth		Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Legal Surname	Legal First Name	Legal Middle Name(s)	
Residential Address - (If R.R.: Give Lot, Concession No. & Township) (Street Number & Name)			Apt. or Suite Number
City	Province	Postal Code	
Telephone Number	Fax Number	E-mail Address	

Please provide a copy of the Corporate Minutes, the Resolution and a copy of the Official Notification (Form 1 Initial Return / Notice of Change) filed under the Corporations Information Act or Partnership Act with the Ministry of Business Services.

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SECTION I – OFFICER AND DIRECTOR DISCLOSURE QUESTIONS

The following questions must be answered by each officer, director of the corporation, or the new broker of record. Please review the **Completion Instructions on Page 6**, before answering YES or NO to the following questions. If you answer YES to any question and have not previously disclosed in writing, you must do so now. **Refer to Completion Instructions on Page 6.**

1. Are you a Partner, Officer, Director or shareholder in any other business? (If yes, refer to Page 6 for Completion Instructions) ☐ Yes ☐ No
2. Are you now or have you ever been involved in personal bankruptcy or insolvency proceedings, filed a consumer proposal, and/or been an officer, director or shareholder of a corporation, or partner of a partnership which has been bankrupt or insolvent, or is presently a party to bankruptcy or insolvency proceedings? (If yes, refer to Page 6 for Completion Instructions) ☐ Yes ☐ No
3. Are there any unpaid judgments and/or unpaid debts outstanding against you, including but not limited to, CRA Requirement to Pay and garnishments, or are you an officer, director or majority shareholder of a corporation or partner of a partnership to which the preceding statement applies? (If yes, refer to Page 6 for Completion Instructions) ☐ Yes ☐ No
4. Have you ever had a registration and/or licence or professional status of any kind refused, suspended, revoked, or cancelled and/or have you been involved in any proceeding during which you resigned a registration or licence or professional status of any kind, or are there any proceedings pending, or are you an officer, director or majority shareholder of a corporation or partner of a partnership to which the preceding statement applies? (If yes, refer to Page 6 for Completion Instructions) ☐ Yes ☐ No
5. Are there currently any charges pending, or have you ever been found guilty, pleaded guilty to, or been convicted of an offence under any law, or are you an officer, director or majority shareholder of a corporation or partner of a partnership to which the preceding statement applies? (If yes, refer to Page 6 for Completion Instructions) ☐ Yes ☐ No

NOTICE TO REGISTRAR RE: CERTAIN CHANGES TRESA 28 (1)

If there is a change to any of the information that was included in the registrant's application the registrant shall notify the registrar **within five days** after the change takes place and shall set out the nature of the change. TRESA 28 (1).

WARNING – IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION

Name	Title									
Signature (Electronic or Wet Sign)	Date of Birth YYYY / MM / DD	Date								
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SECTION J – INTERESTED PERSONS

Please identify any changes to Interested Person(s) as identified in Section 10(4)(a), (b) & (c) of TRESA.

Refer to completion instructions on Page 6.

Name of Interested Person	Date of Birth YYYY / MM / DD	Residential Address										
	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td> </tr> </table>											
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SECTION K – ASSOCIATED PERSONS

Please identify any changes to Associated Person(s) as identified in Section 1 of TRESA.

Refer to completion instructions on Page 6.

Name of Associated Persons	Date of Birth YYYY / MM / DD	Residential Address										
	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td><td style="width: 5%;"> </td> </tr> </table>											
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SECTION L – NOTICE & CONSENT

Any person completing and/or signing and/or submitting this form and any attachments or accompanying answers, schedules, documents, records, statements or returns, either written or oral, ("accompanying documentation") is hereby notified that the Real Estate Council of Ontario ("RECO") may verify the information on this form or the accompanying documentation, and in so doing, may request or collect additional information from, communicate with, disclose any such information to government and non-government bodies (which may include trade associations, designated education organizations and providers, and past, present, and prospective employers). You are notified that any information so collected or communicated will be for purposes that include, but are not limited to:

1. Determining an applicant's eligibility for registration or continued entitlement to registration under the *Trust in Real Estate Services Act, 2002* and its regulations and including any amendments or any successor legislation, ensuring compliance under TRESA, dealing and/or handling complaints and inquiries under TRESA,
2. Purposes consistent with the Safety and Consumers Statutes Administration Act, 1996 and its regulations, RECO's purposes and obligations under the Canada Not-for-profit Corporations Act and its regulations, RECO's Articles of Continuance (transition) and its corporate by-laws, and the Administrative Agreement,
3. For any other purpose consistent with the administration of TRESA, consumer protection, protecting the public, and/or verification of an applicant's association or membership with trade/professional associations, registration history, including status, dates, employer's name and business address.

I understand and consent that as part of the above process, RECO may, at any time and from time to time, make inquiries and/or obtain searches of government, regulatory, discipline, or law enforcement records and databases, a record of offences, a record of judgments, financial institution records, or consumer reports. I further understand and consent that, RECO may, at any time and from time to time, during my registration cycle make additional inquiries and/or obtain additional searches of government, regulatory, discipline, or law enforcement records and databases, a record of offences, a record of judgments, financial institution records, or consumer reports.

I am aware that RECO is obligated to disclose information in accordance with law and is bound by TRESA, including section 44 of TRESA and sections 11 and 27 of the Regulation (General) under TRESA.

I consent to receive electronically any information about this application, registration under the Act or RECO corporate affairs.

During the nomination and election process for RECO Industry Directors, industry members who are candidates may want to communicate with voters by e-mail.
RECO members may also want to communicate for the purpose of requesting a meeting of RECO members or relating to RECO corporate affairs.

Please check the box if you consent to RECO providing your e-mail address to a RECO member who requests it, strictly for these purposes only:

☐ Yes

If you have any questions concerning the collection or disclosure or use of any information, please contact RECO, or view RECO's Privacy Policy at www.reco.on.ca.

By completing or signing or submitting this form and any of the accompanying documents, I consent to RECO verifying, requesting, collecting, communicating, disclosing, using, and maintaining such information in the manner provided above.

I accept the terms of the above Notice & Consent

Signature (Electronic or Wet Sign)

Broker of Record Name _____
(Please Print)

COMPLETION INSTRUCTIONS – SECTION F – CHANGE OF SHAREHOLDER INFORMATION

For the purposes of this section you must identify the name of each person who beneficially owns or controls 10% of more of the equity shares issued and outstanding, or any persons that are associated with each other, that together, beneficially owns or controls 10% of more of the equity shares and outstanding.

Where the shareholder is a corporation, please attach a list of the Officers/Directors of the corporation, a new application and Articles of Incorporation.

"The percentage of votes beneficially owned or controlled" means the percentage of total votes attached to all equity shares issued and outstanding of the corporation held by each person.

Please submit a current, original Canadian Criminal Record and Judicial Matters Check for each shareholder.

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COMPLETION INSTRUCTIONS – SECTION I – OFFICER / DIRECTOR DISCLOSURES

- Question 1 If the applicant answered yes, please submit full particulars on a signed and dated statement.
1. The legal name of the business and operating name if applicable.
 2. The nature of the business, your position in the company, and any ownership interest.
- For Personal Real Estate Corporations (PREC's) please provide the legal name of the PREC and the address for service.**
- Question 2 If you answered yes, you must submit full particulars of the circumstances that led to the matter on a signed and dated statement, along with a copy of the following documents:
- | | |
|---|--|
| Bankruptcy Documents
Form 69: Assignment of Bankruptcy
Form 65: Monthly Income & Expense Statement
Form 79: Statement of Assets, Liabilities
Form 84: Certificate of Discharge (if applicable) | Consumer Proposal Documents
The Consumer Proposal
The Statement of Affairs
The Terms of Payments and Conditions
The Statement of Income and Expenses
The Assessment Certificate |
|---|--|
- Question 3 If you answered yes, you must submit a copy of each judgement and other such documents pertaining to outstanding debts against you (example: garnishments, requirements to pay, writs of execution etc.). State the amount outstanding and repayment arrangements on a separate sheet. You must also submit full particulars regarding the circumstances that lead to the matter(s) on a signed and dated statement.
- Question 4 If the applicant answered yes, please submit full particulars on a signed and dated statement. A driver's license abstract may necessary if suspended.
- Question 5 **All applicants must submit a current, original Canadian Criminal Record and Judicial Matters Check (must be dated within 6 months of submission of application) as well as anyone that answers "yes".** If "yes" is indicated individuals must also submit the full particulars on a signed and dated statement. This does not include municipal parking violations or minor Highway Traffic Act offences unless your driver's licence was suspended. **This includes a charge where a conditional discharge or an absolute discharge has been granted.**

COMPLETION INSTRUCTIONS – SECTION J – INTERESTED PERSONS

Section 10(4) of TRESA defines interested person as follows:

10. (4) For the purposes of this section, a person shall be deemed to be an interested person in respect of another person if the person is associated with the other person or if, in the opinion of the registrar,

- a) the person has or may have a beneficial interest in the other person's business;
- b) the person exercises or may exercise control either directly or indirectly over the other person; or
- c) the person has provided or may have provided financing either directly or indirectly to the other persons business.

Please note that a recognized financial institution that has directly supplied financing to a brokerage business should not be disclosed as an interested person but any other person who has directly or indirectly supplied financing must be disclosed.

COMPLETION INSTRUCTIONS – SECTION K – ASSOCIATED PERSONS

Please identify in writing the association between the parties listed in Section F. TRESA defines associated persons where one person is associated with another person in any of the following circumstances:

1.(2) For purposes of this Act, one person is associated with another person in any of the following circumstances:

1. One person is a corporation of which the other person is an officer or director.
2. One person is a partnership of which the other person is a partner.
3. Both persons are partners of the same partnership.
4. One person is a corporation that is controlled directly or indirectly by the other person.
5. Both persons are corporations and one corporation is controlled directly or indirectly by the same person who controls directly or indirectly the other corporation.
6. Both persons are members of the same voting trust relating to shares of a corporation.
7. Both persons are associated within the meaning of paragraphs 1 to 6 with the same person.

REGISTRATION FEES

Application Fees Apply - [CLICK HERE FOR FEE SCHEDULE](#)

Payment by **VISA** or **Mastercard**, (Credit or Debit), must be made online via [MyWeb](#).

There will be an additional service charge of \$35 for any returned payment.

CORPORATE RESOLUTION

RESOLUTION OF THE BOARD OF DIRECTORS OF

_____ (the "Corporation")
(fill in name of corporation as registered with RECO)

BE IT RESOLVED THAT:

In accordance with the requirements of section 12 of the *Trust in Real Estate Services Act, 2002* (the "Act"), whereas the Corporation's registration number with RECO is _____:
(leave blank if new application)

1. _____
(fill in name of Broker of Record to be registered with RECO)

is hereby designated as the Broker of Record for the Corporation and is employed as the Broker of Record by the Corporation effective _____;
(YYYY / MM / DD)

2. the Corporation shall immediately notify the Registrar (the "Registrar") under the Act of the identity of this Broker of Record and thereafter shall notify the Registrar if the Broker of Record changes, within five days of the change; and

3. As of _____ the Corporation delegates to the Broker of Record named in this
(YYYY / MM / DD)

Resolution the full power and authority to ensure that the Corporation complies with the Act and its regulations.

Enacted this date _____.

Witness the seal of the Corporation

Name: _____

Title: _____

Signature (Electronic or Wet Sign)

Authorized Signing Official

Name: _____

Title: _____

Signature (Electronic or Wet Sign)

Authorized Signing Official

PARTNERSHIP RESOLUTION

RESOLUTION OF THE PARTNERS OF

_____ (the "Partnership")
(fill in name of partnership as registered with RECO)

BE IT RESOLVED THAT:

In accordance with the requirements of section 12 of the *Trust in Real Estate Services Act, 2002* (the "Act"), whereas the Partnership's registration number with RECO is _____:
(leave blank if new application)

1. _____
(fill in name of Broker of Record to be registered with RECO)

is hereby designated as the Broker of Record for the Partnership and is employed as the Broker of Record by the Partnership effective _____;
(YYYY / MM / DD)

2. the Partnership shall immediately notify the Registrar (the "Registrar") under the Act of the identity of this Broker of Record and thereafter shall notify the Registrar if the Broker of Record changes, within five days of the change; and

3. As of _____ the Partnership delegates to the Broker of Record named in this
(YYYY / MM / DD)

Resolution the full power and authority to ensure that the Partnership complies with the Act and its regulations.

Enacted this date _____.

Witness the seal of the Partnership

Name: _____

Title: _____

Signature (Electronic or Wet Sign)

Authorized Signing Official

Name: _____

Title: _____

Signature (Electronic or Wet Sign)

Authorized Signing Official

Online Payment Process Instructions

Application Steps

- Complete application in full (must include a valid personal email address).
- Submit completed application, along with any supporting documentation to registration@reco.on.ca, or by fax 416-207-4820.
- Pay the application fee online.

Payment Process

When your completed application is submitted to RECO, an email will be sent to you with payment instructions.

Make your payment in full online within two (2) days of the payment instruction email.

If your payment is not made within two (2) days of the email "sent" date, the application will be abandoned, and you will have to reapply. You will be notified by email if your application has been abandoned.

Payment Options

Payments can be made only by Visa or Mastercard. Read the [Registration Fee Schedule](#).

Payment of the application fee is a prescribed requirement of registration or renewal of registration as a broker or salesperson O. Reg. 567/05, s. 4(1), or brokerage O. Reg. 567/05, 6(1).