



# Renewing your brokerage





During the renewal period, your Licence Status light turns yellow and the [Start Renewal](#) button appears. Brokers initiate their renewal from the [My Brokerage](#) tab

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## Licence

Licence Status:

Licensed ●

[Start Renewal](#)



Industry:

Mortgage

Current Licence Expiry Date:

30-Sep-21

More:

[View Brokerage Certificate](#)

[View Broker Certificate](#)

Renewal Status:

Not Renewed

Date Renewed:

Renewal Tutorial:



Read the application instructions carefully before beginning the application

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## Broker/Brokerage Licence Renewal

To complete your broker/brokerage renewal application, you will:

- confirm your personal and contact information
- confirm your brokerage contact information
- successfully answer the brokerage amendment questions  
**NOTE:** if you have unreported brokerage amendments, please report those amendments using the Brokerage Structure page in the My Brokerage tab BEFORE you attempt to renew
- successfully answer the broker suitability questions  
**NOTE:** if you do not own more than 50% of the brokerage, any partners/directors/officers/shareholders are required to also answer the suitability questions and retain a hardcopy of the answers on-site at the brokerage
- complete the broker acknowledgements
- pay the renewal fees

No associates or associate brokers in your brokerage may renew until the brokerage and your broker licence are renewed.

If you have any questions about renewing your brokerage and broker licences, please contact RECA at [brokerinfo@reca.ca](mailto:brokerinfo@reca.ca).

[Begin Broker/Brokerage Renewal Application](#)

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### Broker/Brokerage Licence Renewal

Please confirm your personal and contact information.

- If you need to make any changes to your personal or contact information, or to opt in or out of SMS/Text reminders, click "No" and follow the prompts.
- Otherwise, if your contact information is correct, click "Yes".

<b>Personal Information:</b>	<b>Contacts:</b>
First Name: De81AB	Primary Phone: 403-123-5678 Business/Office
Middle Name: Fr61B4	Alternate Phone:
Last Name: Gor036F	Fax:
AKA Name:	Email: test@reca.ca
<b>Residential Address:</b>	<b>Mailing Address:</b>
123 Any Road	123 Any Road
Pleasant Town	Pleasant Town
Alberta	Alberta
TTT TTT	TTT TTT
Canada	Canada

 

Confirm your own personal and contact information

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### Brokerage Licence Renewal

Please confirm your brokerage's contact information.

- If you need to make any changes, click "No" and follow the prompts.
- Otherwise, if your brokerage's contact information is correct, click "Yes".

<b>Business Address:</b>	<b>Mailing Address:</b>
Address: 1234 Anywhere Street	Address: 1234 Anywhere Street
City: Anytown	City: Anytown
Country: Canada	Country: Canada
Province: Alberta	Province: Alberta
Postal Code: T0C 0C0	Postal Code: T0C 0C0
<b>Contacts:</b>	
Primary Phone: 403-123-1234	
Alternate Phone:	
Fax: 403-984-4060	
Email: test@reca.ca	

 

Confirm your brokerage's contact information

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## Broker/Brokerage Licence Renewal App

### Brokerage Amendments

If you answer **Yes** to any of the amendment questions below, you cannot complete your broker/brokerage renewal application. You must first report your amendment(s) to RECA. Go to RECA's [website](#) to find out how to report your amendment(s).

After you receive notification that RECA has processed your amendment(s), you can proceed with your broker/brokerage renewal.

If you are unsure if you have already reported an amendment, contact RECA at [brokerinfo@reca.ca](mailto:brokerinfo@reca.ca).

**Has the brokerage corporation been struck by Alberta Registries and not revived? (Select 'No' if your brokerage is a proprietorship or partnership.)**

Yes  No

**Are there any changes to the brokerage's partners, officers, directors or shareholders that you have not previously reported to RECA? (Select 'No' if your brokerage is a proprietorship.)**

Yes  No

**Are there any changes to the brokerage's legal entity type, corporate access number, corporate or trade name that you have not previously reported to RECA?**

Yes  No

**Are there any changes to the brokerage's real estate agency type, trust accounts, or fiscal year end that you have not previously reported to RECA?**

Yes  No

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If you have a brokerage amendment to report, you must do so through the brokerage amendment process before you can proceed with renewal

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For mortgage brokerages only, you must confirm your errors & omissions insurance information

### Broker/Brokerage Licence Renewal Application

#### Mortgage Brokerage Errors & Omissions Insurance Provider

RECA has the following information on file for your brokerage's errors & omissions insurance provider:

**Lloyd's Underwriters (AEGIS) – RDA Inc.**

If this is incorrect, you must request your insurer/insurance provider to send proof of your brokerage's current E&O insurance to [brokerinfo@reca.ca](mailto:brokerinfo@reca.ca). You cannot proceed with the broker/brokerage renewal until the brokerage's errors & omissions insurance provider is up-to-date in myRECA.

I declare that the brokerage's errors & omissions insurance with the above insurance provider is current and in force

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## Broker/Brokerage Licence Renewal Application

### Broker Section 40 Compliance

Pursuant to section 40 of the *Real Estate Act Rules*, licensees must immediately notify the registrar when:

- the licensee is disciplined by any real estate board, real estate association, mortgage broker association, property manager association, or any professional, occupational or regulatory body
- the licensee has any judgment(s) rendered against them in relation to the provision of services or sale of goods to consumers
- any business the licensee owns or has participated in as a partner, director or officer in the past three years, has any judgment(s) rendered against the business
- the licensee is the subject of any bankruptcy proceedings
- any business the licensee owns or has participated in as a partner, director or officer in the past three years, is the subject of any bankruptcy or receivership proceedings
- proceedings pursuant to the Criminal Code are commenced against the licensee, or
- the licensee is convicted of any criminal offence or any other offence under any law of any country, province or state, excluding provincial or municipal highway traffic offences resulting in only monetary fines and/or demerit points

If an event has occurred as described above and you have already reported it to the registrar, you may proceed with your renewal. If an event has occurred that you have not yet reported, you must report it before you can proceed with this renewal application. Click the 'Notify the Registrar' button on the 'My Account' tab in your myRECA account to begin the reporting process.

If you are unsure whether you must report an event to the registrar, contact RECA at [info@reca.ca](mailto:info@reca.ca).

I declare that I am in compliance with the requirements of Section 40 of the *Real Estate Act Rules* and have no unreported events which require reporting to the registrar

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As the broker, you must confirm your compliance with the requirements of section 40 of the *Real Estate Act Rules*

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## Broker/Brokerage Licence Renewal

### Brokerage Suitability Questions

These questions apply to **the brokerage** and only apply to the brokerage, you must have a completed [Brokerage Renewal Suitability Questions](#) form before proceeding. Enter the responses below exactly as they appear on the form. You must keep the form on file at your brokerage for auditing purposes.

For the purposes of these questions, **YOU**, refers to:

- the proprietor, or
- both partners, or
- all officers, directors or shareholders of the brokerage, including any:
  - non-publicly-traded corporation(s) for which they are or were an officer, director or shareholder,
  - any partnership(s) in which they are or were a partner

If you have already reported an even(s) to the registrar described in a question(s) below, you may answer 'No' to the question. If you are unsure how to answer any question, contact RECA at [info@reca.ca](mailto:info@reca.ca).

**Have you been refused a licence, registration or authorization of any kind by any regulatory body of any kind in any jurisdiction other than RECA?**

Yes No

**Have you withdrawn, received a lifetime ban or had any licence, registration, or authorization suspended, cancelled or revoked by any regulatory body of any kind other than RECA in any jurisdiction?**

Yes No

**Have you been fined, sanctioned or disciplined by any professional, occupational or trade association or by any regulatory body of any kind other than RECA in any jurisdiction?**

Yes No

Answer the suitability questions on behalf of all brokerage officials. If you own 50% or less of the brokerage, you must have a completed form in order to answer these questions.



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## Broker/Brokerage Licence Renewal Application

### Broker Declaration

**IMPORTANT:** Making a false statement on your application may result in the refusal, suspension or cancellation of your licence and/or be considered conduct deserving of sanction pursuant to the *Real Estate Act* Rules.

I have read and understand all questions and statements contained in this application. I have taken all the necessary steps to ensure the information and answers I provided in this application are accurate. The information and answers I provided in this application have the same force and effect as if they were provided in writing and may result in the refusal, suspension or cancellation of my licence.

I consent to RECA contacting my email address on servers in the United States.

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Give your acknowledgements and make your declarations

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## Broker/Brokerage Licence Renewal Application

### Authorization & Acknowledgement, Subscription Statement and Responsibilities

Review all statements carefully and indicate your acceptance.

I authorize RECA to verify any information on this application from any source. In making this application, I consent to RECA's collection, retention, use, and disclosure of my personal information for licensing and all regulatory purposes and administration of the *Real Estate Act*, Rules, Bylaws, and Regulations in accordance with the *Personal Information Protection Act*.

I understand and accept the duties and responsibilities of a broker as set out in the *Real Estate Act* and *Real Estate Act* Rules. I am aware that as a licensee I must follow all standards of practice and comply with the *Real Estate Act*, *Real Estate Act* Rules, and laws that apply to a licensee who is licensed to trade in real estate or deal in mortgages in Alberta. I will ensure the business of the brokerage is carried out competently and in accordance with the *Real Estate Act* (the Act), the Rules made pursuant to the Act (the Rules), the Regulations and Bylaws. I acknowledge my obligation to familiarize myself with the laws of Alberta as they apply to the business of a licensee, only engage in work or provide services in which I am authorized and competent to do so, and abide by any terms, restrictions and conditions that may be imposed upon or after the issuance of a licence. I will immediately notify the registrar in writing of any changes in the information provided to the registrar in support of this licence and registration application that occurs during the application process or after the registrar issues my licence (including changes to my email address).

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Click [Next](#) to proceed to the payment page

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### Broker/Brokerage Licence Renewal Application

Thank you. The renewal questions are complete. Click **Next** to pay the licensing fees.

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Pay the renewal fees. If you don't have credit on your account, you can pay directly by credit card.

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### Broker/Brokerage Licence Renewal Application

#### Order Details

##### Details

Renewal Fee - Industry Professional	\$475.02
Licensing - Brokerage	\$450.02
<b>Total Amount:</b>	<b>\$925.04</b>
<b>Credit Applied:</b>	<b>\$925.04</b>
<b>Amount Due:</b>	<b>\$0.00</b>

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Click the **Complete** button to submit your application

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### Broker/Brokerage Licence Renewal Application

Thank you. Click **Complete** to submit your renewal application, otherwise this page will redirect in 10 seconds. View the status of your application in the My Applications page under the My Account tab.

**Complete**

Your brokerage is renewed when your Licence Status light turns green, your renewed licences are available for download, and your Renewal Status is 'Renewed'

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Mortgage

## Licence

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Licensed



Industry:

Mortgage

Current Licence Expiry Date:

30-Sep-21

More:

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[View Brokerage Renewal Certificate](#)



[View Broker Certificate](#)

[View Broker Renewal Certificate](#)



Renewal Status:

Renewed



Date Renewed:

22-Jun-21

Renewal Tutorial:

