

Saskatchewan Real Estate Commission Branch Office Application Instructions

NOTE: The registration will remain provisional until all necessary documentation has been received, reviewed and accepted, including Trust Account information.

Attached is The Saskatchewan Real Estate Commission's (the Commission's) **Registration Application Form** for brokers applying for a branch office and assigning a branch manager.

All section questions must be answered completely and truthfully. The making of a false statement on this application may constitute a criminal offence. The making of a false statement or affidavit on this application may result in the refusal of this application and the suspension or cancellation of any registration issued thereupon.

Part A – Applicant Biographical Information

To be qualified as a branch manager in the Province of Saskatchewan, you must have passed the provincial qualifying exams and have been actively employed as a salesperson or associate broker for a period of two years during the preceding five years. Please ensure the Commission has your complete contact and personal information.

Part B - Brokerage Office Portion

Please indicate the name of the financial institution, its location, the trust account number(s) and type of account where the brokerage will be maintaining its interest bearing trust account(s) pursuant to Section 71 of *The Real Estate Act* if different than the main brokerage office. If it is the same, indicate as such. You are also required to supply the Commission with written confirmation from that financial institution of the trust account arrangements if applicable.

Part C – Professional Declaration & Applicant Affidavit

If you answer "yes" to any questions in the Professional Declaration section, please provide details and all supporting documentation. If you have disclosed and supplied such documentation to our office on a previous application, indicate next to the appropriate question, "Previously disclosed, date", showing the previous application date.

The Applicant Affidavit section must be completed in the presence of a Commissioner for Oaths, a Notary Public, or Solicitor.

Please review the document, “SREC Registration Fee Schedule” for complete details of the fees involved for new and re-instatement applications.

Simple Fee Schedule

A new applicant who has never been registered to trade in real estate who applies for initial registration between July 1st and March 31st each registration year:	
TOTAL	<u>\$640.00</u>
A new applicant who has never been registered to trade in real estate who applies for initial registration between April 1st and June 30th each registration year:	
TOTAL	<u>\$300.00</u>
An individual who is submitting his/her application to change status to branch manager:	
TOTAL	<u>\$100.00</u>
The Commission's fiscal year is July 1st to June 30th.	

NOTE: The full appropriate fee must accompany the completed application for registration.

If you have any questions about the registration process, please contact the Saskatchewan Real Estate Commission at (306) 374-5233, ext .1, or call toll-free at 1-877-700-5233. You may also email the Commission at info@srec.ca.

Part A - Applicant Biographical Information (Please Print Clearly)

Applicant SREC ID number: _____
ex: RW-1234567

Legal name in full (**no initials**)

Last, first and middle name(s)

Civic address (including RR#, PO box, street address, city and postal code):

Telephone: (supply at least one number)

Residential: _____
(123) 456-7890

Cell: _____

Email address: _____

The Commission provides regular communication to members via email. The email listed here should be the one you prefer us to use. Please note that some information is provided by email only such as password and user ID retrieval.

Part B - Brokerage Office Section

This is a new branch office:

YES

NO

This is an amendment to an existing branch office:

YES

NO

New office address (including RR#, PO box, street address, city and postal code):

Telephone: _____ Fax: _____

Administrative Contact: (name/email)

Office email: _____

Website address: _____

Effective date branch office is to open: _____

MM/DD/YYYY

Broker's Signature

Sample of Branch Manager's Signature

Part C – Professional Declaration & Applicant Affidavit

If you answer YES to any of the following, please attach a separate sheet with an explanation and supporting documentation. A positive response to any of these questions will not automatically disqualify an applicant from registration.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Are you now, or have you ever been registered or licensed in any capacity in any other Province, State or Country to trade in real estate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you surrendered or cancelled your license, certificate of registration, in lieu of disciplinary proceedings by the issuing authority in Saskatchewan or any other jurisdiction? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. To your knowledge, have any unresolved or pending complaints ever been filed against you with any other jurisdiction? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you or has any business you owned or participated in as a Director or Officer been refused a registration, denied authorization in any capacity or had any registration, license or authorization suspended or revoked in any jurisdiction? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you or has any business you owned or participated in as a Director or Officer had any judgements rendered against you arising out of a trade in real estate or in relation to fraud, theft, deceit, misrepresentation, or breach of trust? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you or has any business you owned or participated in as a Director or Officer been in bankruptcy or the subject of any bankruptcy proceedings or a compromise with creditors? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you been found in violation of any Act, regulations or bylaws that required a license or registration? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Has a regulatory body made payment on your behalf from a recovery or assurance fund, or has a bond company denied, paid out or revoked a bond for you? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have you been convicted of any offence under any law of any Province, State or Country (excepting minor traffic violations)? <i>If you have obtained a formal pardon for any such conviction it is not necessary to disclose.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

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In the matter of *The Real Estate Act*, Province of Saskatchewan to wit:

I, _____ of _____
PRINT full name clearly city

in the Province of _____, do solemnly swear as follows:

THAT I HAVE READ AND UNDERSTAND ALL QUESTIONS AND STATEMENTS IN THIS DOCUMENT. ALL ANSWERS AND STATEMENTS HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. I HEREBY UNDERTAKE TO NOTIFY THE SASKATCHEWAN REAL ESTATE COMMISSION, IN WRITING, OF ANY MATERIAL CHANGE THEREIN AS PRESCRIBED BY *THE REAL ESTATE ACT*, ITS REGULATIONS, THE COMMISSION BYLAWS, POLICIES AND PROCEDURES.

SWORN BEFORE ME in the City of _____,)	
_____,)	
In the Province of _____,)	
this ____ day of _____, 20____.)	
)	_____
)	Applicant Name
Commissioner for Oaths for Saskatchewan)	
_____)	
My Commission/Appointment Expires:)	
_____)	
OR - Being a Solicitor)	(SEAL)