

Saskatchewan Real Estate Commission

Instructions and Application for Brokerage and/or Broker

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 persons applying for a new broker position with a new brokerage or new broker at an existing brokerage or for renewal of the brokerage. This form must be completed by those individuals registering for the first time **and/or** those applying to renew their registrations.

All questions must be answered completely and truthfully. The making of a false statement or Affidavit on this application may constitute a criminal offence. It may also 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 broker 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 and updated contact information.

Part B - Brokerage Information

Please complete all aspects of the section and include all supporting documentation including Certificate of Registration, Incorporation documents, Corporate Profile Report and banking information to ensure the application is complete.

Part C - Subscription Statement (Errors & Omissions Insurance)

The Real Estate Insurance Exchange (REIX) Agreement.

Part D – Professional Declaration & Applicant Affidavit

If you answer "yes" to any questions in the Professional Declaration section, please include details, and provide 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 Affidavit section must be completed in the presence of a Commissioner for Oaths, a Notary Public, or Solicitor.

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. When the application is complete and you have all supporting documentation, please email to info@srec.ca.

Part A - Applicant Biographical Information (Please Print Clearly)

Applicant SREC ID number: _____
ex: RW-1234567

Legal name (***no nicknames***)

Last, first

Personal full address (including RR# or LLD with PO Box, City and postal code if different from civic address):

Telephone: (supply at least one number & **indicate** Cell or Residential)

(123) 456-7890

Email address: _____

The Commission provides regular communication to members via email. The email listed here should be the one you prefer us to use and is also used for forgotten SREC ID and password retrieval.

Part B – Brokerage Information

This brokerage is a:

Sole Proprietor Partnership Corporation

Registered name of brokerage

Registered trade/business name of brokerage (if different than above)

Annual return/renewal date (mm/dd/year): _____

Brokerage office address (including civic and mailing address if different):

Telephone: _____ Fax: _____

Administrative contact name and email:

Effective date brokerage is to open: _____

Name and Address of Financial Institution:

IMPORTANT: A New Financial Institution Account **and** Interest Bearing Trust Account Form must be fully completed and included with this application in order to be considered complete for submission.

Part C - Subscription Statement (Errors & Omissions Insurance)

I acknowledge that I am required to subscribe to the Real Estate Insurance Exchange (REIX) Agreement. I am aware that there are rights and obligations created under this Agreement and I agree to be bound by them. I appoint and grant my Attorney powers as set in Appendix "A" to the REIX Agreement.

I, _____
Signature of Broker

Part D – Personal Declaration & Applicant Affidavit

If you answer **YES to any of the following**, please include an explanation and any supporting documentation with this form. 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 <i>Act</i> , 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)? *If you have obtained a formal pardon for any such conviction it is not necessary to disclose.*

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

I, _____ of _____
PRINT 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____.)
)
)
 Commissioner for Oaths for Saskatchewan)
 _____)
 My Commission/Appointment Expires:)
 _____)

 Applicant Signature

(SEAL)

OR - Being a Solicitor