

**SASKATCHEWAN REAL ESTATE COMMISSION  
BRANCH MANAGER, ASSOCIATE BROKER OR SALESPERSON  
REGISTRATION APPLICATION INSTRUCTIONS**



NOTE: THE BRANCH MANAGER, ASSOCIATE BROKER OR SALESPERSON HAS NO AUTHORITY TO TRADE IN REAL ESTATE UNTIL CONFIRMATION OR AUTHORIZATION HAS BEEN RECEIVED FROM THE SASKATCHEWAN REAL ESTATE COMMISSION.

Attached is a Branch Manager, Associate Broker or Salesperson application form. To become registered, you must accurately complete this form and send the appropriate registration fees along with any supporting documentation. This form is to be completed by those individuals registering for the first time, by those currently registered and changing brokerages and by those applying for renewal of registration at year-end. To be qualified as a branch manager or associate broker in the Province of Saskatchewan, you must have passed the provincial qualifying exams and have been actively employed as a salesperson for a period of two years during the preceding five years OR has related education and/or experience that, in the opinion of the Commission, is equivalent to the education and/or experience prescribed in the Act and bylaws.

To be qualified as a salesperson in the Province of Saskatchewan, you must have passed the provincial qualifying exam(s) and obtained a criminal record check by fingerprint comparison OR has related education that, in the opinion of the Commission, is equivalent to the education prescribed in the bylaws.

**ALL 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 FALSE 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 INFORMATION**

1. Please complete all personal information.
2. Please ensure that the Commission has your complete residence address and phone number including area code.

**PART B - APPLICANT INFORMATION**

If you answer "yes" to any questions in this section, attach a sheet of paper outlining the details and provide supporting documentation. Note: If you have disclosed and supplied the documentation to our office on a previous application, indicate by the appropriate question "previously disclosed" and state the application date.

1. Indicate if you have been previously registered in another province, state or country to trade in real estate. If so, please provide documentation from that jurisdiction outlining your registration, education and sanction history.
2. Please provide a letter detailing the circumstances, copy of the documentation indicating the refusal or denial from the official body and any other supporting documentation.

3. Please provide a letter detailing the circumstances, copy of your documentation indicating the discipline and any other supporting documents.
4. Copy of the Certificate of Judgment as well as any other supporting documents.
5. Copy of your Bankruptcy Statement of Affairs and a copy of the Absolute Order of Discharge or the Notice of Pending Discharge.
6. Provide the name of the regulatory body that made payment on your behalf, describe the circumstances that caused the payment and state any disciplinary action that was taken.
7. Copy of your criminal record and a letter detailing the circumstances of each violation.
8. Upon signature of this document, the Saskatchewan Real Estate Commission has authority to verify all the above statements.

<b>BROKER MUST COMPLETE THE FOLLOWING:</b>
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The broker of the brokerage where you will be registered must complete this section. Please note that if the brokerage has a branch office previously registered with the Saskatchewan Real Estate Commission, the brokerage has been assigned a branch ID # that must be used to identify the office location for the applicant.

**REGISTRATION FEES:**

An individual currently registered who is making application to register with another brokerage:	
Registration Fee	\$50.00
A new applicant who has never been registered to trade in real estate who applies for initial registration between <b>July 1<sup>st</sup> and March 31<sup>st</sup></b> each registration year:	
Registration Fee	\$315.00
Real Estate Insurance Exchange Annual Premium	\$275.00
Real Estate Assurance Fund Levy	<u>\$100.00</u>
Total	\$690.00
A new applicant who has never been registered to trade in real estate who applies for initial registration between <b>April 1<sup>st</sup> and June 30<sup>th</sup></b> each registration year:	
Registration Fee	\$100.00
Real Estate Insurance Exchange Annual Premium	\$100.00
Real Estate Assurance Fund Levy	<u>\$100.00</u>
Total	\$300.00
An individual who is submitting his/her application for registration renewal/reinstatement effective July 1:	
Registration Fee	\$315.00
Real Estate Insurance Exchange Annual Premium	\$275.00
Real Estate Assurance Fund Levy	<u>\$ 10.00</u>
Total	\$600.00

The fee must accompany your application unless your brokerage has made application for credit with the Commission or you are using Visa or Mastercard. Cheques must be made payable to:

**Saskatchewan Real Estate Commission**

237 Robin Crescent

Saskatoon, Saskatchewan, S7L 6M8

**Phone (306) 374-5233 or 1-877-700-5233 (toll free) Fax (306) 373-2295**

**Application for Branch Manager,  
Associate Broker or Salesperson Registration**  
*The Real Estate Act*

Phone: 306-374-5233  
Fax: 306-373-2295  
Toll Free #:  
1-877-700-5233



Applicant is applying as:  Branch Manager  Associate Broker  Salesperson

**ALL 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 FALSE 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 INFORMATION**

- (a) Applicant's Name:  Mr.  Mrs.  Ms.
- 
- last name
first name
second name
- (b) Residential Address:
- City/Province/  
Postal Code
- (c) Telephone
- (residential #)
(cell phone #)
- (d) Date of Birth
- (month/day/year)
- (e) E-Mail Address

If you are making application to re-instate or renew your registration, the responses to the following questions apply to any changes *since the last date of application*. If you are making initial application, the responses to the following questions apply to any and all situations prior to this application.

**PART B – APPLICANT INFORMATION**

1. Are you now or have you been registered or licensed in any capacity in any other province, state or country to trade in real estate?  Yes  No
2. 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?  Yes  No
3. Have you been found in violation of any Act, regulations or bylaws that required a license or registration?  Yes  No
4. Have you or any business you owned or participated in as a director or officer had any judgments rendered against you arising out of a trade in real estate or in relation to fraud, theft, deceit, mis-representation or breach of trust?  Yes  No
5. Have you or has any business you have owned or participated in as a director or officer, been in bankruptcy or the subject of any bankruptcy proceedings?  Yes  No
6. 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?  Yes  No

7. Have you been convicted of any offence (excepting minor traffic violations) under any law of any country, province or state?  Yes  No

8. I authorize the Saskatchewan Real Estate Commission to verify the information provided herein from any source if required. I consent to and authorize that information in the possession of the Saskatchewan Real Estate Commission at any time may be shared with other regulatory bodies or law enforcement organizations.

If the answer to any of the above questions is YES, attach a sheet of paper outlining the details and provide supporting documentation.

**PART C – SUBSCRIPTION STATEMENT (ERRORS & OMISSIONS INSURANCE)**

I acknowledge that I am required to subscribe to the Real Estate Insurance Exchange (REIX) Agreement. I also acknowledge that 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 out in Appendix “A” to the REIX Agreement.

**AFFIDAVIT**

CANADA  
PROVINCE OF SASKATCHEWAN  
TO WIT:

In the Matter of *The Real Estate Act*

I, \_\_\_\_\_ OF \_\_\_\_\_ IN THE PROVINCE OF SASKATCHEWAN, DO SOLEMNLY SWEAR AS FOLLOWS: THAT I HAVE READ AND UNDERSTAND ALL QUESTIONS AND STATEMENTS. ALL ANSWERS AND STATEMENTS IN THE FOREGOING APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF AND THAT 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 OR BYLAWS AND POLICIES OF THE COMMISSION.

Sworn before me at \_\_\_\_\_  
in the Province of Saskatchewan this \_\_\_\_\_ Day  
of \_\_\_\_\_ A.D., \_\_\_\_\_ (year)

\_\_\_\_\_  
(applicant’s signature)

\_\_\_\_\_  
(a Commissioner for Oaths/Notary Public, Solicitor)  
My appointment expires \_\_\_\_\_  
(Print or stamp here)

**BROKER MUST COMPLETE THE FOLLOWING:**

I give notice that if the applicant named in this application is granted registration; the applicant is authorized to trade in real estate with:

\_\_\_\_\_  
Name of Brokerage (print)

If this individual will be working at a branch office location, please indicate the Branch Office ID# \_\_\_\_\_

\_\_\_\_\_  
Broker’s Name (print)  
Brokerage Telephone # \_\_\_\_\_

\_\_\_\_\_  
Broker’s Signature

**PLEASE INDICATE METHOD OF PAYMENT**

_____ Visa/MasterCard/Cheque #	_____ Expiry date	_____ Authorized signature	_____ Amount
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