

# SASKATCHEWAN REAL ESTATE COMMISSION BROKERAGE / BROKER REGISTRATION APPLICATION INSTRUCTIONS



**NOTE: THE BROKERAGE / BROKER HAVE NO AUTHORITY TO TRADE IN REAL ESTATE UNTIL CONFIRMATION OR AUTHORIZATION HAS BEEN RECEIVED FROM THE SASKATCHEWAN REAL ESTATE COMMISSION.**

Attached is a Brokerage / Broker 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 brokerages/brokers registering for the first time and by those applying for renewal of a brokerage/broker registration at year-end.

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, broker or branch manager 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.

**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 - BROKERAGE INFORMATION

- (a) Please complete all personal information relating to the broker.
- (b) Please indicate whether the brokerage is registered with the Saskatchewan Corporations Branch as a sole proprietorship, partnership or corporation.
- (c) If the brokerage is a corporation, please indicate the corporate name that has been filed with Saskatchewan Corporations Branch. (If not a corporation – N/A). **A copy of the Certificate of Incorporation issued by Corporations Branch must accompany this application.** If the brokerage is a partnership, please indicate the names of the partners. If the brokerage is a sole proprietorship, please state the name of the sole proprietor.
- (d) Please indicate the registered trade name or the name by which your brokerage will operate under, if applicable. **A copy of the Certificate of Registration issued by Corporations Branch must accompany this application.**
- (e) Please indicate the complete business address of the brokerage.
- (f) Please indicate the name of the financial institution, its location and the trust account number(s) where the brokerage will be maintaining its interest bearing trust account(s) pursuant to Section 71 of *The Real Estate Act*. If more space is required, attach a sheet of paper. You are also required to supply the Commission with written confirmation from that financial institutions of the trust account arrangements.

## PART B - BROKER 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. 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.
2. Please provide a letter detailing the circumstances, copy of your documentation indicating the discipline and any other supporting documents.
3. Copy of the Certificate of Judgment as well as any other supporting documents.
4. Copy of your Bankruptcy Statement of Affairs and a copy of the Absolute Order of Discharge or the Notice of Pending Discharge.
5. 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.
6. Copy of your criminal record and a letter detailing the circumstances of each violation.
7. Upon signature of this document, the Saskatchewan Real Estate Commission has authority to verify all the above statements.
8. Usually this individual is the broker but if there is an individual who exercises control over the brokerage/broker, then this individual is to be listed here.
9. If the brokerage is a corporation, the names of the shareholders must be provided; if a partnership, the names of the partners; and if a sole proprietorship, the name of the sole proprietor.
10. Typically this individual is a regional manager for the brokerage or an individual who has an ownership position or to whom the broker reports.

<b>DIRECTOR OF CORPORATION MUST COMPLETE THE FOLLOWING:</b>
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In the case of a corporation or partnership, a partner, officer or director of the corporation must complete the appointment of the broker by the brokerage. If the brokerage is a sole proprietorship, the broker appoints himself/herself as the broker.

<b>REGISTRATION FEES</b>
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The registration fees are as follows:

- |  |           |
|--|-----------|
| • Brokerage Registration Fee   | \$ 240.00 |
| • Brokerage REIX E & O Insurance Annual Premium  | \$ 100.00 |
| • Real Estate Assurance Fund (for a broker submitting a renewal application at July 1 each year) | \$ 10.00  |
| • Broker Registration Fee  | \$ 355.00 |
| • Broker REIX E & O Insurance Annual Premium   | \$ 275.00 |

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 Brokerage/  
Broker Registration  
The Real Estate Act**

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



**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 – BROKERAGE INFORMATION**

(a) Broker's Name: Mr. ☐ Mrs. ☐ Ms. ☐

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last name

first name

second name

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residence address

city

postal code

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birthdate (mm/dd/yy)

residential phone #

cell phone #

(b) This brokerage is a: Sole Proprietorship ☐ Partnership ☐ Corporation ☐

(c) Full and Exact Legal Name of Brokerage:  
(i.e. name of corporation, name of partners or  
name of sole proprietor)

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Name must be registered with the Sask. Corporations Branch

(d) Registered Trade Name of Brokerage:  
(if applicable)

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Name must be registered with the Sask. Corporations Branch

(e) Business Address in Saskatchewan:

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street address and box number

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city

province

postal code

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telephone

fax

e-mail address

(f) Trust Account is at:

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financial institution

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address

city

account number

If you are making application to re-instate your registration, the responses to the following questions apply to any changes since the last date of registration.

**PART B – BROKER INFORMATION**

I am the Broker named in Part A and am authorized to make this application to the Saskatchewan Real Estate Commission.

1. 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
2. Have you been found in violation of any Act, regulations or bylaws that required a license or registration? ☐ Yes ☐ No
3. 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
4. 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
5. 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
6. Have you been convicted of any offence (excepting minor traffic violations) under any law of any country, province or state? ☐ Yes ☐ No
7. 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 answers to any of the above questions are YES, attach a sheet of paper outlining the details and provide supporting documentation.

8. Please provide the name of the official of the corporation who will be accountable to the Commission for the brokerage:

last name	first name	second name
residence address	city	postal code
telephone – home	telephone - work	

9. If this is a corporation, list the names of shareholders who currently hold 5% or more of the shares in the corporation. If this is a partnership, list the names of the partners. If this is a sole proprietorship, list the name of the sole proprietor.

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10. Does any person not named in question #8 directly or indirectly through agreement or otherwise, exercise or have the power to exercise control over the management or policies of the applicant? If “yes”, state the exact name of such person and describe the agreement or other basis through which such person exercises or has the power to exercise control.

☐ Yes ☐ No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 \_\_\_\_\_

\_\_\_\_\_  
(Broker’s Signature)

in the Province of Saskatchewan this \_\_\_\_\_ Day

of \_\_\_\_\_ A.D., \_\_\_\_\_ (year)

\_\_\_\_\_  
(a Commissioner for Oaths/Notary Public, Solicitor)

My appointment expires \_\_\_\_\_

**DIRECTOR OF CORPORATION 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 as a broker with:

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

\_\_\_\_\_  
Name & Capacity of Director of the Corporation (print)

\_\_\_\_\_  
Director’s Signature

**PLEASE INDICATE METHOD OF PAYMENT**

\_\_\_\_\_  
Visa/MasterCard/Cheque #

\_\_\_\_\_  
Expiry date

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Amount