



THE MANITOBA  
SECURITIES  
COMMISSION

# THE REAL ESTATE BROKERS ACT

## Application for Renewal of Registration As Real Estate Broker

It is in your best interests to ensure that this form is completed properly to avoid delay in processing. If space is not sufficient, attach a separate sheet and cross-reference to the appropriate question. All such attachments **must be signed by the person completing this application.** Under The Real Estate Brokers Act, if the Broker is a corporation, the **corporation** is the Broker; if the Broker is a proprietorship, the **proprietor** (owner of the business) is the Broker; if the Broker is a partnership, the **partnership** is the Broker.

Check the box that describes the Broker:

- |                          |                             |                          |                       |
|--------------------------|-----------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Individual (proprietorship) | <input type="checkbox"/> | Limited Partnership   |
| <input type="checkbox"/> | Corporation                 | <input type="checkbox"/> | Other (specify) _____ |
| <input type="checkbox"/> | Partnership                 |                          |                       |

To The Registrar  
The Real Estate Brokers Act

### THE BROKER MAKES THE FOLLOWING STATEMENTS OF FACT FOR THE PURPOSE OF RENEWING REGISTRATION AS A BROKER:

1. Name of Broker: \_\_\_\_\_
2. Business Name (if none, state "None") \_\_\_\_\_  
(Business or Trade name under which the Broker carries on business)
3. Address for Service: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Mailing Address: civic address or post office box #) (city/town) (prov.) (postal code)
4. a) Business Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Principal place of business in Manitoba) (city/town) (prov.) (postal code)
- b) Business Office telephone no. : \_\_\_\_\_ FAX no.: \_\_\_\_\_
- c) Name of Authorized Official in charge of this office: \_\_\_\_\_
- d) Name of Broker's "Manitoba Representative": \_\_\_\_\_  
(This question does not have to be answered if the Broker has only one authorized official.)
5. Information about trust accounts:  
The Broker maintains accounts, including a trust account, at the following financial institution:  
Name of financial institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
(a) Trust Account Nos. (including Bank Transit No.) on which the broker has directed the interest to be paid to *The Manitoba Securities Commission* pursuant to section 26(1.2) of The Real Estate Brokers Act. \_\_\_\_\_  
(b) Trust Account Nos. (including Bank Transit No.) on which interest is paid to *property owners* pursuant to written direction from them pursuant to section 26(1.4) of The Real Estate Brokers Act. \_\_\_\_\_

NOTE: A BROKER SHALL NOT MOVE ANY TRUST ACCOUNT (S) OR OPEN UP A NEW TRUST ACCOUNT AT ANY OTHER BANK OR BRANCH WITHOUT GIVING PRIOR NOTICE IN WRITING TO THE REGISTRAR (SUBSECTION 3(2) M.R. 57/88).

6. The Broker is applying for registration of the following branch offices (if none, state "None")

| BRANCH ADDRESS | NAME OF AUTHORIZED OFFICIAL<br>IN CHARGE OF THIS BRANCH OFFICE |
|----------------|--|
|                |  |
|                |  |

7. Where the Broker is a CORPORATION:

(a) Provide the following information for each OFFICER and/or DIRECTOR.

| FULL NAME | RESIDENTIAL<br>ADDRESS | OFFICIAL<br>POSITION | OCCUPATION<br>OR PRINCIPAL BUSINESS |
|-----------|------------------------|----------------------|-------------------------------------|
|           |                        |                      |                                     |
|           |                        |                      |                                     |
|           |                        |                      |                                     |

(b) Provide the following information for each SHAREHOLDER. (This information not required for publicly-traded companies.)

| FULL NAME | RESIDENTIAL<br>ADDRESS | % OF SHARES<br>OWNED | OCCUPATION<br>OR PRINCIPAL BUSINESS |
|-----------|------------------------|----------------------|-------------------------------------|
|           |                        |                      |                                     |
|           |                        |                      |                                     |
|           |                        |                      |                                     |
|           |                        |                      |                                     |

(c) Statement as to registration as a corporation (if broker is a company):  
The last filing of an Annual Return pursuant to section 121(1) of *The Corporations Act* in Manitoba was made on \_\_\_\_\_

(d) If the Broker is a subsidiary of another corporation, give the full name and office address of the parent corporation in which the ultimate control of the Broker is vested. \_\_\_\_\_  
\_\_\_\_\_

8. Where the Broker is a PARTNERSHIP.

(a) Provide the following information for each INDIVIDUAL PARTNER (if a partnership of individuals); or

| FULL NAME | RESIDENTIAL<br>ADDRESS | % SHARE OF<br>OWNERSHIP | OCCUPATION<br>OR PRINCIPAL BUSINESS |
|-----------|------------------------|-------------------------|-------------------------------------|
|           |                        |                         |                                     |
|           |                        |                         |                                     |
|           |                        |                         |                                     |

(b) Provide the following information for each PARTNER which is a CORPORATION.

| FULL NAME OF<br>CORPORATION | ADDRESS OF<br>HEAD OFFICE | % SHARE OF<br>OWNERSHIP | NAMES OF<br>SHAREHOLDERS | %<br>OWNED |
|-----------------------------|---------------------------|-------------------------|--------------------------|------------|
|                             |                           |                         |                          |            |
|                             |                           |                         |                          |            |
|                             |                           |                         |                          |            |

9. Provide full particulars if business structure is other than 8. (a) or (b) (e.g. a limited partnership). \_\_\_\_\_

**QUESTIONS 10 and 11 DO NOT HAVE TO BE ANSWERED BY BROKER-MEMBERS OF THE MANITOBA REAL ESTATE ASSOCIATION.**

10. Calculation of broker's required surety bond coverage:

(a) Total number of authorized officials and salespersons employed by the broker (including the proprietor, if broker is a proprietorship) \_\_\_\_\_

(b) Required bonding based on number of registered employees. (subsection 6(1) of M.R. 56/88). \$ \_\_\_\_\_

(c) Where the broker manages property for others, list below the maximum monthly balances recorded in the previous calendar year, as per monthly trust bank statements and other trustee investments, including security deposits, permitted by section 13 of M.R. 57/88 related solely to property management .

|          |          |           |          |
|----------|----------|-----------|----------|
| January  | \$ _____ | July      | \$ _____ |
| February | _____    | August    | _____    |
| March    | _____    | September | _____    |
| April    | _____    | October   | _____    |
| May      | _____    | November  | _____    |
| June     | _____    | December  | _____    |

(d) Add the maximum trust balances listed above, and divide by the number of operating months in order to determine the annual average:

$$\begin{array}{r}
 \$ \underline{\hspace{2cm}} \\
 \text{(Total of monthly balances)}
 \end{array}
 - \frac{\hspace{2cm}}{\text{(Number of months)}}
 = \$ \underline{\hspace{2cm}}
 \begin{array}{r}
 \\
 \text{(Annual average)}
 \end{array}$$

(e) Round the annual average calculated in (d) above to the next highest multiple of \$10,000 to determine the amount of bonding required for the property management portion of the broker's business (if NIL, state NIL). \$ \_\_\_\_\_

11. Add the amounts shown in 10 (b) and (e) (if applicable) above to determine the total amount of bonding coverage required by the broker (the maximum amount required from any broker is \$100,000). \$ \_\_\_\_\_

**IMPORTANT NOTE to brokers who are not members of The Manitoba Real Estate Association: This application will not be approved by the Registrar unless the broker has previously filed with the Registrar, or is filing herewith, a surety bond, or an endorsement to the applicant's existing bond, to provide bond coverage in the amount shown in 11 above.**

I certify that the foregoing statements are true and correct.

DATED at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Name of Broker (Brokerage)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
State official status, e.g., proprietor, partner, authorized official, president, vice-president, treasurer, secretary, etc.

**WARNING**

**It is a serious offense to make a false statement in any application submitted to the Registrar under The Real Estate Brokers Act.**

**REGISTERED EMPLOYEES**

**(PLEASE PREPARE A SEPARATE PAGE FOR EACH OFFICE AND BRANCH OFFICE. USE PHOTOCOPIES IF MORE FORMS ARE REQUIRED.)**

Office Address: \_\_\_\_\_ Office Phone No. \_\_\_\_\_

Name of Authorized Official who is Branch Manager \_\_\_\_\_

**AUTHORIZED OFFICIALS**

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

**\*\*NOTE: Form MG-15184(Rev.99) and the registration fee for each authorized official must be submitted with this application. If an authorized official is not being re-appointed, written notification of the individual's termination (if not previously given to the Registrar pursuant to subsection 12(3) of the Act) must accompany this application.**

**SALESPERSONS**

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