

THE REAL ESTATE SERVICES ACT

Application to Renew Registration of a Brokerage



Brokerage Registration Category (select the box that applies)

Real Estate

Property Management

Private Sales

Restricted

It is in your best interests to ensure that this form is completed properly to avoid delay in processing. If an explanation is required for any question and 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 Services Act*, if the applicant is a corporation, the corporation is the brokerage; if the applicant is a proprietorship, the proprietor (owner of the business) is the brokerage; if the applicant is a partnership, the partnership is the brokerage.

Check the box that describes the Brokerage:

Individual (proprietorship)

Corporation

Partnership

Limited Partnership

Other (specify) _____

TO THE REGISTRAR OF THE REAL ESTATE SERVICES ACT

THE MANAGING REGISTRANT MAKES THE FOLLOWING STATEMENTS OF FACT FOR RENEWING REGISTRATION AS A BROKERAGE:

Brokerage Information	
1. Name of Brokerage	
2. Business Name (business or trade name under which the brokerage carries on business - if none, state None)	
3. (a) Business Address – include street number and name, and/or suite number	
(b) City or Town & Province	(c) Postal Code
(d) Business phone number (include area code)	(e) Fax number (include area code)
4. (a) Address for Service (this is the address that legal documents will be mailed and/or delivered to; must be in Manitoba)	
(b) City or Town & Province	(c) Postal Code
5. Email address	
6. Name of Broker or Property Management Manager	

7. The Brokerage is applying to renew the registration of the following branch offices (this does not include the main office - if none, state None).

BRANCH ADDRESS (provide full address including city or town and province)	NAME OF ASSOCIATE BROKER OR SUPERVISOR IN CHARGE OF THIS BRANCH OFFICE

Trust Account Information

8. The brokerage maintains accounts, including a trust account, at the following financial institution (FI)

(a) Trust Account Nos. on which the brokerage has directed the interest to be paid to The Manitoba Securities Commission pursuant to subsection 40(1) of *The Real Estate Services Act*.

Name of financial institution		
Address of financial institution (provide full address including city or town and province)		
FI Transit No. (5 digits)	FI No. (3 digits)	Trust Account No.

(b) Trust Account Nos. on which interest will be paid to property owners pursuant to written direction from them pursuant to subsection 41(1) of *The Real Estate Services Act*.

Name of financial institution		
Address of financial institution (provide full address including city or town and province)		
FI Transit No. (5 digits)	FI No. (3 digits)	Trust Account No.

9. Bank accounts belonging to property management clients through which the brokerage directs financial transactions pursuant to section 5.8 of the *Real Estate Services Regulation 84/2021*.

Name of financial institution		
Address of financial institution (provide full address including city or town and province)		
Name of client on account		
FI Transit No. (5 digits)	FI No. (3 digits)	Trust Account No.

USE ADDITIONAL PAGES IF NECESSARY

A BROKERAGE MUST ADVISE THE REGISTRAR IN WRITING, WITHIN 14 DAYS OF OPENING, MOVING OR CLOSING A TRUST ACCOUNT (SECTION 5.4 REAL ESTATE SERVICES REGULATION 84/2021).

Brokerage Structure Information

10. Where the Brokerage is a CORPORATION:

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

FULL NAME	FULL RESIDENTIAL ADDRESS	OFFICIAL POSITION	OCCUPATION OR PRINCIPAL BUSINESS

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

FULL NAME	FULL RESIDENTIAL ADDRESS	% OF SHARES OWNED	OCCUPATION OR PRINCIPAL BUSINESS

(c) Provide the date of the last filing of the corporation's Annual Return pursuant to section 121(1) of *The Corporations Act Manitoba*.

Provide month and year:

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

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11. Where the Brokerage is a PARTNERSHIP:

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

FULL NAME	FULL RESIDENTIAL ADDRESS	% SHARE OF OWNERSHIP	OCCUPATION OR PRINCIPAL BUSINESS

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

FULL NAME OF CORPORATION	FULL ADDRESS OF HEAD OFFICE	% SHARE OF OWNERSHIP	NAMES OF SHAREHOLDERS	% OWNED

12. Provide full particulars if business structure is other than 10 or 11 (e.g. a limited partnership).

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Bond Information

QUESTIONS 13 and 14 DO NOT HAVE TO BE ANSWERED BY BROKERAGE MEMBERS OF THE MANITOBA REAL ESTATE ASSOCIATION

13. (a) Total number of registrants employed by the brokerage (i.e. brokers, associate brokers and salespersons and/or property management managers, property management supervisors and property management representatives). Include the proprietor if the brokerage is a proprietorship.	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>												
(b) Required bonding based on number of registrants (subsection 2.23(1) of Real Estate Services Regulation 84/2021).	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>												
(c) Where the brokerage manages property for others, list below the sum of: <ul style="list-style-type: none"> - the highest monthly trust balances recorded during the preceding year for all trust accounts kept by the brokerage related solely to property management, and - the total monthly amounts received by the brokerage in the preceding year in bank accounts of the brokerage's property management clients under an arrangement in accordance with clause 5.8(1)(b) of Real Estate Services Regulation 84/2021. <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">January \$ <div style="border-bottom: 1px solid black; width: 150px;"></div></td> <td style="width: 50%;">July \$ <div style="border-bottom: 1px solid black; width: 150px;"></div></td> </tr> <tr> <td>February <div style="border-bottom: 1px solid black; width: 150px;"></div></td> <td>August <div style="border-bottom: 1px solid black; width: 150px;"></div></td> </tr> <tr> <td>March <div style="border-bottom: 1px solid black; width: 150px;"></div></td> <td>September <div style="border-bottom: 1px solid black; width: 150px;"></div></td> </tr> <tr> <td>April <div style="border-bottom: 1px solid black; width: 150px;"></div></td> <td>October <div style="border-bottom: 1px solid black; width: 150px;"></div></td> </tr> <tr> <td>May <div style="border-bottom: 1px solid black; width: 150px;"></div></td> <td>November <div style="border-bottom: 1px solid black; width: 150px;"></div></td> </tr> <tr> <td>June <div style="border-bottom: 1px solid black; width: 150px;"></div></td> <td>December <div style="border-bottom: 1px solid black; width: 150px;"></div></td> </tr> </table>		January \$ <div style="border-bottom: 1px solid black; width: 150px;"></div>	July \$ <div style="border-bottom: 1px solid black; width: 150px;"></div>	February <div style="border-bottom: 1px solid black; width: 150px;"></div>	August <div style="border-bottom: 1px solid black; width: 150px;"></div>	March <div style="border-bottom: 1px solid black; width: 150px;"></div>	September <div style="border-bottom: 1px solid black; width: 150px;"></div>	April <div style="border-bottom: 1px solid black; width: 150px;"></div>	October <div style="border-bottom: 1px solid black; width: 150px;"></div>	May <div style="border-bottom: 1px solid black; width: 150px;"></div>	November <div style="border-bottom: 1px solid black; width: 150px;"></div>	June <div style="border-bottom: 1px solid black; width: 150px;"></div>	December <div style="border-bottom: 1px solid black; width: 150px;"></div>
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(d) Add the maximum trust/account balances listed above, and divide by the number of operating months in order to determine the annual average: <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 200px;"></div> <div>(Total of monthly balances)</div> </div> <div style="text-align: center;"> <div style="font-size: 1.2em;">(÷)</div> </div> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 200px;"></div> <div>(Number of months)</div> </div> <div style="text-align: center;"> <div style="font-size: 1.2em;">=</div> </div> <div style="text-align: center;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">\$</div> <div style="border-bottom: 1px solid black; width: 150px;"></div> </div> <div>(Annual Average)</div> </div> </div> </div>													
(e) Round the annual average calculated in (d) to the next highest multiple of \$10,000 to determine the amount of bonding required for the property management portion of the brokerage's business (if NIL, state NIL).	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>												
14. Add the amounts shown in 13 (b) and (e) (if applicable) to determine the total amount of bonding coverage required by the brokerage (the maximum amount required from any brokerage is \$200,000).	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>												

IMPORTANT NOTE to brokerages who are not members of The Manitoba Real Estate Association: the Registrar will not approve this application unless the brokerage 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 14 above.

I certify that the foregoing statements are true and correct.

DATED at _____ **this** _____ **day of** _____ **20** _____.

Name of Brokerage

Authorized Signature

Print name of individual authorized to sign

State official capacity

Real Estate Broker or Associate Broker
Property Management Manager or Property Management Supervisor

WARNING

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

ENGAGED REGISTRANTS

(PREPARE A SEPARATE PAGE FOR THE MAIN OFFICE AND EACH BRANCH OFFICE.)

Full Office Address:_____Office Phone No.:_____

Name of Broker, Associate Broker or Property Management Manager, Property Management Supervisor
who is Branch Manager:

BROKER/ASSOCIATE BROKER/PROPERTY MANAGEMENT MANAGER/PROPERTY MANAGEMENT SUPERVISOR

****NOTE:** An Application for renewal form and the registration fee for each broker, associate broker, property management manager or property management supervisor must be submitted with this application. If an associate broker or property management supervisor is not being reappointed, written notification of the individual's termination (if not previously given to the Registrar pursuant to subsection 17 of the Act) must accompany this application.

SALESPERSONS AND/OR PROPERTY MANAGEMENT REPRESENTATIVES
