

# **Reco Reinstatement Procedure for: Reinstating your Registration as a real estate salesperson, broker.**

There are three Easy Steps to follow:

**Step 1:**

**Complete your “Reinstatement Application Online”:  
for salesperson/broker at Reco’s MyWeb Login.**

**<https://myweb.reco.on.ca/members/>  
Use your login info from previous registration**

**Step 2:**

**For our records, Print & Email a Copy of your completed application to:  
[info@ontariowiderealestate.com](mailto:info@ontariowiderealestate.com)**

**Step 3.**

**Complete Payment to Ontariowide Real Estate \$299 plus Hst . Go to  
<https://www.ontariowiderealestate.com/join-our-team>**

**Need Assistance**

**Call Tracey’s Direct Line 647-294-8274**

**PLEASE NOTE:**

**If terminated longer than 60 days Reco requires a current Police Check.**

The Application must include Ontariowide Information as per Example att.

Ontariowide Real Estate  
3455 Garrard Rd., Whitby, On L1R 2N2

Broker of Record: Krysta Weisflock

Brokerage Registration #: 4783540



Important: PRINT or TYPE all information in **BLACK INK**

## APPLICATION FOR REINSTATEMENT: SALESPERSON / BROKER

All applicants terminated in excess of 60 days must submit a current, original Canadian Criminal Record Check with this form.

**WARNING – IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION ON THIS APPLICATION**

SECTION A – SIGNATURE OF APPLICANT AND AUTHORIZED SIGNATORY			
<b>APPLICANT'S SIGNATURE</b>			
I hereby confirm that I have personally reviewed this application and certify that the information I have provided herein is true.			
Signature of Applicant			Date
<b>CERTIFICATE OF EMPLOYER</b>			
I hereby certify that I have personally reviewed this application (after being completed and signed by the applicant) with the applicant and declare that the information given by the applicant is to the best of my knowledge and belief true, and request that registration be granted.			
Registered Name of Employer		Brokerage Registration Number	
Ontariowide Real Estate		4 7 8 3 5 4 0	
Name of Authorized Signing Official (Please Print)	Signature	Title	Date
Krysta Weisflock		Broker of Record	

SECTION B – APPLICANT NAME AND MAILING ADDRESS			
<b>RECO REGISTRATION NUMBER</b>			
Legal Surname	Legal First Name	Legal Middle Name(s)	
Trade Name (See Page 4 for Completion Instructions)		Date of Birth YYYY / MM / DD	Sex <input type="radio"/> M <input type="radio"/> F
Residential Address - (Street Number & Name) (If R.R.: Give Lot, Concession Number & Township)			Apt. or Suite Number
City	Province	Postal Code	
Telephone Number	Cell Phone Number	E-mail Address	

SECTION C – APPLICANT NEW ADDRESS FOR SERVICE			
<b>ADDRESS FOR SERVICE IN ONTARIO (Must be a street address not just a Post Office Box. This address will also be used for mailing purposes.)</b>			
Street Number & Name (An Address for Service is a legislative requirement whereby a registered individual can be served documents in person)			Suite or Unit Number
City	Province	Postal Code	
Telephone Number	Fax Number		



**SECTION D – NOTICE & CONSENT**

Any person completing and/or signing and/or submitting this form and any attachments or accompanying answers, schedules, documents, records, statements or returns, either written or oral, (“accompanying documentation”) is hereby notified that the Real Estate Council of Ontario (“RECO”) may verify the information on this form or the accompanying documentation, and in so doing, may request or collect additional information from, communicate with, disclose any such information to government and non-government bodies (which may include trade associations, designated education organizations and providers, and past, present, and prospective employers). You are notified that any information so collected or communicated will be for purposes that include, but are not limited to:

1. Determining an applicant’s eligibility for registration or continued entitlement to registration under the Real Estate and Business Brokers Act, 2002 and its regulations and including any amendments or successor legislation (“REBBA 2002”), ensuring compliance under REBBA 2002, dealing and/or handling complaints and inquiries under REBBA 2002;
2. Purposes consistent with the Safety and Consumers Statutes Administration Act, 1996 and its regulations, RECO’s purposes and obligations under the Canada Not-for-profit Corporations Act and its regulations, RECO’s Articles of Continuance (transition) and its corporate by-laws, and the Administrative Agreement,
3. For any other purpose consistent with the administration of REBBA 2002, consumer protection, protecting the public, and/or verification of an applicant’s association or membership with trade/professional associations, registration history, including status, dates, employer’s name and business address.

I understand and consent that as part of the above process, RECO may, at any time and from time to time, make inquiries and/or obtain searches of government, regulatory, discipline, or law enforcement records and databases, a record of offences, a record of judgments, financial institution records, or consumer reports. I further understand and consent that, RECO may, at any time and from time to time, during my registration cycle make additional inquiries and/or obtain additional searches of government, regulatory, discipline, or law enforcement records and databases, a record of offences, a record of judgments, financial institution records, or consumer reports.

I am aware that RECO is obligated to disclose information in accordance with law and is bound by REBBA 2002, including sections 44 and 48 of REBBA 2002 and sections 11 and 27 of the Regulation (General) under REBBA 2002.

I consent to receive electronically any information about this application, registration under the Act or RECO corporate affairs.

During the nomination and election process for RECO Industry Directors, industry members who are candidates may want to communicate with voters by e-mail.

RECO members may also want to communicate for the purpose of requesting a meeting of RECO members or relating to RECO corporate affairs.

Please check the box if you consent to RECO providing your e-mail address to a RECO member who requests it, strictly for these purposes only:

Yes

If you have any questions concerning the collection or disclosure or use of any information, please contact RECO, or view RECO’s Privacy Policy at [www.reco.on.ca](http://www.reco.on.ca).

By completing or signing or submitting this form and any of the accompanying documents, I consent to RECO verifying, requesting, collecting, communicating, disclosing, using, and maintaining such information in the manner provided above.

**I accept the terms of the above Notice & Consent**

**Applicant Name** \_\_\_\_\_ **Signature** \_\_\_\_\_  
 (Please Print)

**SECTION E – APPLICANT EMPLOYMENT HISTORY**

**Provide employment history for previous 2 years, including a description of any period during which you were not employed.**

Name and Address of Employer (if applicable)	Description of Activity such as type of work / position / school / travel, etc.	Period (previous 2 years)	
		From YYYY/MM/DD	To YYYY/MM/DD



**SECTION F – APPLICANT DISCLOSURE QUESTIONS**

Please review the **Completion Instructions on Page 4**, before answering YES or NO to the following questions. If you answer yes to any question and have not previously disclosed in writing, you must do so now. If you have previously disclosed this information please indicate “already on file” beneath the corresponding question. **(Refer to Page 4 for Completion Instructions).**

1. (a) Are you a resident of Canada who is a Canadian Citizen?  Yes  No
1. (b) Are you a resident of Canada who is a Landed Immigrant? **(If yes, refer to Page 4 for Completion Instructions.)**  Yes  No
2. Are you, or will you be, registered/licensed, engaged or employed in any other business, occupation or profession? **(If yes, refer to Page 4 for Completion Instructions.)**  Yes  No
3. Are you a Partner, Officer, Director or shareholder in any other business? **(If yes, refer to Page 4 for Completion Instructions.)**  Yes  No
4. Are you now or have you ever been involved in personal bankruptcy or insolvency proceedings, filed a consumer proposal, and/or been an officer, director or majority shareholder of a corporation or partner of a partnership which has been declared bankrupt or insolvent, or is presently a party to bankruptcy or insolvency proceedings? **(If yes, refer to Page 4 for Completion Instructions.)**  Yes  No
5. Are there any unpaid judgments and/or unpaid debts outstanding against you, including but not limited to, CRA Requirement to Pay and garnishments, or are you an officer, director, majority shareholder of a corporation or partner of a partnership to which the preceding statement applies? **(If yes, refer to Page 4 for Completion Instructions)**  Yes  No
6. Have you ever had a registration and/or licence or professional status of any kind refused, suspended, revoked, or cancelled and/or have you been involved in any proceeding during which you resigned a registration or licence or professional status of any kind, or are there any proceedings pending, or are you an officer, director, majority shareholder of a corporation or partner of a partnership to which the preceding statement applies? **(If yes, refer to Page 4 for Completion Instructions.)**  Yes  No
7. Are there currently any charges pending, or have you ever been found guilty, pleaded guilty to, or been convicted of an offence under any law, or are you an officer, director, majority shareholder of a corporation or partner of a partnership to which the preceding statement applies? **(If yes, refer to Page 4 for Completion Instructions)**  Yes  No

**NOTICE TO REGISTRAR RE: CERTAIN CHANGES REBBA 2002 34. (1)**

If there is a change to any of the information that was included in the registrant’s application under section 3, the registrant shall notify the registrar, in writing, within five days after the change takes place and shall set out the nature of the change. O. Reg. 567/05, s. 34 (1).

**EDUCATION REQUIREMENTS FOR FIRST TIME SALESPERSONS**

Registrants in their first two-year registration cycle under REBBA 2002 must successfully complete additional educational courses designated by the Registrar before making an application for reinstatement of registration.

Failure to fulfill these educational requirements within two years of your initial registration date is a breach of O.Reg. 579/05, s. 2(1). and will result in the loss of registration under the Real Estate and Business Brokers Act, 2002, as well as loss of the right to trade in real estate.

**CONTINUING EDUCATION REQUIREMENT**

As of August 1, 2015 registrants must complete the following prior to submitting an application to reinstate a registration.

- RECO’s online Mandatory Continuing Education Program accessed via MYWEB, consisting of either the Residential or Commercial Update course, as well as two of the available electives.

For more information regarding the Mandatory Continuing Education requirements to reinstate registration, please visit MyWeb or contact [education@reco.on.ca](mailto:education@reco.on.ca).

**Failure to fulfill the continuing education requirements is a breach of Ontario Regulation 579/05.**



**COMPLETION INSTRUCTIONS – TRADE NAME**

Individuals may elect to trade in real estate using just one or more of their legal given names in the correct order, a recognized short form of one of their legal given names, an anglicised version of their legal given name (an affidavit is required in support of this option) followed by their legal surname. Please note that surnames **cannot** be changed with an affidavit.

**COMPLETION INSTRUCTIONS – SECTION E – APPLICANT EMPLOYMENT HISTORY**

Employment history should consist of employment or other activities from the **present date** back 2 full years, including any period during which you were not employed. The nature of the business should be noted as well as position/type of work.

**COMPLETION INSTRUCTIONS – SECTION F – APPLICANT DISCLOSURE QUESTIONS**

Question 1 (b) If you answered yes, you must submit a copy of your Landed Immigrant Status papers, IMM1000 or a copy of your Permanent Resident card (copy of front and back).

Question 2 If you answered yes, the information required includes:

1. The full name of the business as well as the position held and the nature or description of the business, occupation or profession.
2. If the other employment involves activity that falls under the definition of “trade” found in the Act, you must provide a copy of the complete job description supplied by the employer.

Question 3 If you answered yes, you must submit full particulars on a signed and dated statement.

Question 4 If you answered yes, you must submit full particulars of the circumstances that led to the matter on a signed and dated statement, along with a copy of the following documents:

- |   |   |
|---|---|
| Form 69: Assignment of Bankruptcy           | Form 79: Statement of Assets, Liabilities         |
| Form 65: Monthly Income & Expense Statement | Form 84: Certificate of Discharge (if applicable) |
| <b>OR</b>                                   |   |
| The Consumer Proposal                       | The Statement of Income and Expenses              |
| The Statement of Affairs                    | The Assessment Certificate                        |
| The Terms of Payments and Conditions        |   |

Question 5 If you answered yes, you must submit a copy of each judgment and other such documents pertaining to outstanding debts against you (example; garnishments, requirements to pay, writs of execution etc.). State the amount outstanding and repayment arrangements on a separate sheet. You must also submit full particulars regarding the circumstances that led to the matter(s) on a signed and dated statement.

Question 6 If you answered yes, you must submit full particulars on a signed and dated statement. A driver’s abstract may be required in the case of a suspension.

Question 7 **All reinstatements terminated over 60 days must submit a current, original Canadian Criminal Record Check (must be dated within 6 months of submission of application) as well as anyone that answers “yes”.** If “yes” is indicated individuals must also submit the full particulars on a signed and dated statement. This does not include municipal parking violations or minor Highway Traffic Act offences unless your driver’s license was suspended. **This includes a charge where a conditional discharge or an absolute discharge has been granted.**

**ERRORS & OMISSIONS**

Failure to pay the Errors and Omissions Insurance that will be invoiced to you will be a breach of REBBA 2002 and will result in the loss of registration under REBBA 2002 and your right to trade in real estate.

**REGISTRATION FEES**

Payment can be made by Cheque, Bank Draft, Money Order, Visa or MasterCard made payable to the “Real Estate Council of Ontario”.

**Application Fees Apply - [CLICK HERE FOR FEE SCHEDULE](#)**

There will be an additional service charge of \$35.00 for any returned cheques.

**IF FURTHER ASSISTANCE IS REQUIRED, PLEASE CONTACT RECO AT 416-207-4800 OR TOLL FREE AT 1-800-245-6910**

**PLEASE E-MAIL ([registration@reco.on.ca](mailto:registration@reco.on.ca)) OR FAX 416-207-4820 THE COMPLETED APPLICATION TO RECO.**



## DECLARATION OF CONTINUING EDUCATION

**WARNING – IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION ON THIS APPLICATION**

### DECLARATION

I declare that I have taken and completed the courses listed below and, upon request, I will furnish RECO with evidence of having successfully completed any or all of the courses listed in this Declaration. I also declare that I have not previously reported these courses on any Declaration in a previous registration cycle. This Declaration forms part of the Application for Renewal / Application for Reinstatement and is subject to all notices, consents, penalties, and other provisions contained therein or applicable to such Application by means of statutory or other legal requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### RECO REGISTRATION NUMBER

### IMPORTANT INFORMATION

- This Declaration form must be submitted along with an application to renew or reinstate registration. Applications received WITHOUT a properly completed and signed Declaration form will not be processed.
- Failure to fulfill the mandatory continuing education requirements is a breach of Ontario Regulation 579/05 and your application cannot be processed, resulting in loss of registration under the Real Estate and Business Brokers Act, 2002, as well as the loss of your right to trade in real estate.

### INSTRUCTIONS

1. The applicant must complete the following prior to submitting an application to reinstate a registration. RECO's Online Mandatory Continuing Education Program accessed via MyWeb, consisting of Residential or the Commercial Update Course as well as two of the available electives.
2. The applicant must complete the following declarations in order to be eligible for registration.

Legal Surname

Legal First Name

Legal Middle Name(s)

### SECTION A – RESIDENTIAL UPDATE COURSE OR COMMERCIAL UPDATE COURSE COMPLETION

COMPLETION DATE YYYY / MM / DD

### SECTION B – ELECTIVE COURSES DELIVERED BY RECO

I have completed a minimum of two elective courses through the RECO MCE Program

Yes

No



Important: PRINT or TYPE all information in BLACK INK  
 Application for Reinstatement: SALESPERSON / BROKER



## CREDIT CARD PAYMENT

PLEASE NOTE THAT INCOMPLETE CREDIT CARD PAYMENT FORMS CANNOT BE PROCESSED

PLEASE ENSURE THAT ALL FIELDS ARE COMPLETED IN FULL TO ENABLE US TO PROCESS YOUR APPLICATION

### PAYMENT INFORMATION

Name(s) of applicants (If Business Application-Business Name Required)	Registration number (If New Application leave blank)	Fee

### CREDIT CARD INFORMATION

VISA OR MASTERCARD Accepted

Cardholder's name

Card Number

Expiry Date

MM

YYYY

CWV

(3 Digit Number on Back of Card)

Signature

Date

E-mail

*Please note: the email address provided on this form will replace the one currently on file with the RECO (if applicable) and will be utilized as the primary email address for all future electronic communications. Should you wish to amend the address in the future you may do so by visiting My Web and making the necessary amendments.*