

# CERTIFICATION DEPARTMENT

# **APPLICATION FOR ISSUANCE OF A LICENCE**Real Estate Agency – Natural person

## **IMPORTANT**

This form must be used to submit an application for the issuance of a real estate agency licence in the case of a natural person. If the agency wishes to operate under a name other than the one shown on your licence (first name and last name), the name must meet certain criteria and comply with the regulations. You must then wait for your file to be fully approved by the OACIQ before registering the name under which you wish to operate with **Registraire des entreprises du Québec**.

A licence application is deemed received only once all information and documents required hereunder have been provided by the applicant and the application examination fee has been paid. After the analysis, you will have to pay the **applicable fees** for the related month. For more details, read *this article* on synbad.com.

SECTION	I – IDENTII	FICAT	ΓΙΟΝ																												
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SECTION	N II – FILE NUMBER	
If you have	ve ever been issued a licence by the OACIQ or a certificate by the ACAIQ, indicate rate:	the number of this licence
SECTION	N III – CORRESPONDENCE PREFERENCES	
	e of correspondence: French English  of correspondence: The OACIQ favors electronic communications to circulate inforr	mation to candidates and license holders (notably through
e-mail, synt indicate it be	nbad.com and PRO@CTIVE). Printed correspondence will be mailed to your establishm below. Note that you may change your preferred address of correspondence at any time location Department using the contact information below.	nent by default. If you prefer to use another address, please
Home a	address Other	
Address:	:	
NUMBER  MUNICIPALITY	STREET PROVINCE	APT. / SUITE / PREMISES  POSTAL CODE
SECTION	N IV – DECLARATIONS	
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3. Have you ever declared bankruptcy, i.e. have you ever made an assignment of property or been placed under a receiving order pursuant to the *Bankruptcy and Insolvency Act*? If this condition has already been reported in previous years, please answer No, otherwise you must answer Yes.

Yes No

If yes, please complete and send the Form to be completed in case of bankruptcy, available on the OACIQ's website, along with the required documents.

#### **SECTION IV - DECLARATIONS (continued)**

You must mention any conviction or guilty plea (even those for which you are awaiting a sentence), those for which you received a discharge (whether conditional or unconditional) or a record suspension (formerly called "pardon").

4.	Regardless of the time period elapsed since your conviction, have you ever pleaded guilty to, or been found guilty by a court, in Canada or
	elsewhere, of a criminal offence? (Note that you are required to declare any guilty plea regardless of its nature or relation (perceived or not)
	to the real estate brokerage field).

Yes No

If yes, please complete and send us the Form to be completed in case of conviction – Penal offence and criminal act, available on the OACIQ's website, along with the following documents:

- a) Information (Indictment);
- b) Record of proceedings of guilt and sentence;
- c) Written judgement or, if it is not available, audio recordings of hearing on guilt and sentence, if the conviction is less than 10 years;
- d) Pre-sentencing report;
- e) Probation order, if applicable;
- f) Record suspension application, if applicable;
- g) Decision refusing criminal record suspension, if applicable.
- 5. **Except for** a violation to the *Highway Safety Code* and municipal by-laws, have you pleaded guilty to, or found guilty by a court, in Canada or elsewhere, of a penal offence pursuant to a provincial or a federal law or any other applicable legislation?

Yes No

If yes, please complete and send us the Form to be completed in case of conviction – Penal offence and criminal act, available on the OACIQ's website.

6. Are you or have you ever been a member of an order, body, corporation or professional association from sectors other than real estate brokerage?

Yes No

7. Have you been the subject of a claim with the Indemnity Fund of this order, body, corporation or professional association?

Yes No N/A

8. Have you ever pleaded guilty to, or been found guilty of an ethical offence?

Yes No N/A

If yes, please complete and send us the Form to be completed in case of conviction – Ethical Offence, available on the OACIQ's website, along with any available document.

9. Have you ever been declared unfit or in loss of autonomy and, by a court decision, placed under guardianship or a protection mandate homologated for you?

Yes No

If yes, please provide the following documents:

- a) Originating application;
- b) Judgement;
- c) Expert report.

SECT	ION IV – DECLARATIONS (continued)	
10.	What is the agency's intended main area of practice?	
	Residential Commercial	
11.	Is the agency franchised?  Yes No	
12.	If you answered yes to question 11, did you obtain the franchisor's authorization to use his name and logo?  Yes No N/A	
13.	How many brokers do you intend to employ within the agency?  Number of brokers:	
SECT	ION V – FORMER AGENCY WHOSE LICENCE HAS BEEN REVOKED FOR LESS THAN 12 M	ONTHS
-	are a former OACIQ licence holder and your licence has been revoked following, for example, the non-payme enance fees, please answer the following questions:	ent of the annual licence
-	agency name is registered with the Registraire des entreprises du Québec, have you made any changes to this nar ed the Certification Department?	ne of which you have not
	Yes No	
	o, please provide a copy of a statement showing up-to-date information as published by the Registraire des entrepr sumed name that does not include your first and last names as shown on your licence.	ises (REQ), if you use an
a)	Did you have any brokerage contracts in progress when your agency licence was revoked?	
	Yes No	
If y	ou answered yes:	
no	you certify that you and your brokers have immediately notified in writing the parties represented by you or one of younger authorized to act on your respective behalf and that your brokerage contracts were terminated automatically ency activities? Read <i>this article</i> for more details.	-
	Yes No	
Se	nding notices to your clients is a mandatory condition for the issuance of your licence.	
	Have you, your agency or one of your brokers suspended due to the cessation of the agency's activities carried cactivities during the agency licence revocation period? Read <i>this article</i> for more details.	out real estate brokerage
	Yes No	
Na	mes of brokers who carried out brokerage activities during the agency licence revocation period (add a page as an a	annex if necessary):
NAM		LICENCE NUMBER
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		LICENCE NUMBER

#### SECTION VI – CONSENT, DECLARATION AND SIGNATURE

# ■ CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

The OACIQ protects the privacy of information it collects in accordance with the applicable legislation and its personal information governance policies. The OACIQ collects your personal information via this form. This information is necessary and it will be used for the following purposes:

- · Verification of your identity.
- Processing of your application for OACIQ licence issuance to ensure that your application meets the conditions set forth in the regulations.
- · Payment of your licence issuance application fee.
- Criminal record check.
- Keeping of the OACIQ Register of licence holders.

Where applicable, your personal information may be used to oversee your practice by OACIQ staff members or committee members whose duties so require.

To check your criminal record, the OACIQ may disclose your personal information to companies specialized in background checks.

The payment information collected via this form is destroyed once the processing of your application is completed.

In some cases prescribed by law, your personal information may be used for purposes other than those described above or disclosed to third parties without your consent.

#### Right of access and correction

Subject to certain reservations, the law authorizes you to access your personal information. You may request corrections to your personal information held by the OACIQ if it is inaccurate, incomplete or equivocal, or if the collection, release or keeping of the information is not authorized by law.

#### Consequences of refusal

This collection of your personal information is necessary to process your application. In the event that you withdraw your consent to the collection, use or disclosure of your personal information, the OACIQ will not be able to receive or process your application.

#### Consent

I CONFIRM that I have read and understood the information regarding the collection, use and disclosure of my personal information. I consent to the collection, use and disclosure of my personal information.

I DECLARE that all the information contained in this form is accurate and I understand that any misrepresentation will result in the revocation of my licence. I authorize third parties to disclose to the OACIQ, and to any person it may mandate, personal information regarding my criminal record. I undertake to notify the OACIQ immediately of any change to this information.

Please sign the form AFTER completing ALL the sections.

## **SECTION VII - AUTHORIZATION TO DISCLOSE (OPTIONAL)**

## COMMERCIAL OR PHILANTHROPIC PROSPECTION

I authorize the OACIQ to disclose the following information to companies or individuals who will use it for commercial or philanthropic prospection purposes: my name and, if applicable, my common name; my licence number; the fact that I hold a real estate broker's licence; the titles I may use; the corporate name or assumed name of the agency on whose behalf I will carry out my activities; the address and phone number of my establishment; and my email address.

# **REGISTER OF LICENCE HOLDERS**

I authorize the OACIQ to publish my email and website addresses in the Register of licence holders.

You may at any time withdraw (or give) your consent to disclose information for commercial or philanthropic prospection purposes or to publish your email/website address in the Register of licence holders. To do so, go to **My record** on synbad.com or contact the Certification Department whose contact information is indicated on this form.

## **SECTION VIII - PAYMENT OF FEES**

#### Please fill out the payment form.

To determine applicable fees, please visit the OACIQ's website at **synbad.com/fees**.

	(IF APPLICABLE)
CREDIT CARD. 07	
CREDIT CARD or	CHEQUE OR MONEY ORDER (to the order of OACIQ)
Visa MasterCard	
VISA	The CVV/CVC is a three-digit code located on the back of your credit card.  EXPIRATION (MM/YY) CVV/CVC
ame of cardholder (if diffe	rent from applicant)

#### PLEASE SEND YOUR PAYMENT AND DOCUMENTS TO

the Certification Department by email at <a href="mailto:CERTIFICATION@OACIQ.COM">CERTIFICATION@OACIQ.COM</a>, by mail or by fax to any of the contact information indicated below.

Organisme d'autoréglementation du courtage immobilier du Québec

4905 Lapinière Blvd., Suite 2200, Brossard (Québec) J4Z 0G2

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