



## APPLICATION FOR ISSUANCE OF A LICENCE Real Estate Broker

### IMPORTANT

This form must be used to apply for a licence if any of the following statements apply to your situation:

- Have you passed the OACIQ certification exam? In accordance with *Regulation respecting the issue of broker's and agency licences*, you must have passed the OACIQ certification examination no more than 12 months before the licence application.
- You are a former OACIQ licence holder and your licence has been revoked following, for example, the non-payment of the annual licence maintenance fees? You have 12 months following the revocation date to apply for a licence without having to complete a recognized basic training program and pass an OACIQ certification exam again, provided that you have completed the previous cycle of the Mandatory Continuing Education Program (MCEP) which has ended since that date.
- You chose to stop carrying out brokerage activities for a while and maintained your acquired rights annually? Acquired rights gives the possibility of obtaining a licence of same category without having to successfully complete a recognized basic training program and pass an OACIQ certification exam again. If you wish to return to the real estate brokerage practice, you must first meet the requirements of the Refresher Training Program for the MCEP cycles that were in effect during your acquired rights period. Read **this article** for more details. You must then complete this form, 12 months after your licence revocation date at the latest.

The total amount of applicable fees varies depending on the month in which you wish to start or resume your practice. Read **this article** for more details.

A licence application is deemed received once all information and documents required hereunder have been provided, all boxes have been checked and the applicable fees have been paid.

### SECTION I – IDENTIFICATION

Mr.

Mrs.

Date of birth:

DAY

MONTH

YEAR

Name at birth:

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LAST NAME

FIRST NAME

Other names (If you wish your licence to also show a name other than your birth name)

Usual Name:

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LAST NAME

FIRST NAME

*Note: If so, please complete and send the form **Request for change of name – Real estate broker**, available on the OACIQ website, along with the required documents.*

**Husband's name** (If you are a woman married before April 2, 1981, you may use your husband's name or you may continue to use this name even if you were divorced or widowed after this date)

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LAST NAME

FIRST NAME

*Note: You must provide a copy of a document stating the name of your husband and the date of your marriage, such as your marriage licence, marriage certificate or marriage contract.*

Home address:

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NUMBER

STREET

APARTMENT

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MUNICIPALITY

PROVINCE

POSTAL CODE

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AREA CODE

HOME PHONE NUMBER

AREA CODE

CELLPHONE NUMBER

Electronic addresses:

E-MAIL

WEBSITE (IF APPLICABLE)

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## SECTION II – FILE OR LICENCE NUMBER

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Please indicate your file number or your synbad.com access number. If you have ever been issued a licence by the OACIQ or a certificate by the ACAIQ, indicate the number of this licence or certificate:

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## SECTION III – CORRESPONDENCE PREFERENCES

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Language of correspondence:    French        English

**Address of correspondence:** The OACIQ favors electronic communications to circulate information to candidates and licence holders (notably through e-mail, synbad.com and PRO@CTIVE). Printed correspondence will be mailed to your establishment by default. If you prefer to use another address, please indicate it below. Note that you may change your preferred address of correspondence at any time by accessing **My record** on synbad.com or by contacting the Certification Department using the contact information below.

Home address        Other

**Address:**

<input type="text"/>	<input type="text"/>	<input type="text"/>
NUMBER	STREET	APT. / SUITE / PREMISES
<input type="text"/>	<input type="text"/>	<input type="text"/>
MUNICIPALITY	PROVINCE	POSTAL CODE

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## SECTION IV – TYPE OF LICENCE

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*(Check the appropriate box)*

- Real estate broker restricted to residential brokerage  
 Real estate broker restricted to commercial brokerage  
 Full-service real estate broker (residential and commercial brokerage)

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## SECTION V – METHOD AND LOCATION OF PRACTICE

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**I intend to carry out my activities within a business corporation:**

Yes        No    *If yes, please fill out the Application for authorization to practice within a business corporation available on the OACIQ's*

**I intend to carry out my activities:**    On my own account        On behalf of an agency

**Address of establishment where you will be carrying out your activities:**

<input type="text"/>	<input type="text"/>	<input type="text"/>
NUMBER	STREET	APT. / SUITE / PREMISES
<input type="text"/>	<input type="text"/>	<input type="text"/>
MUNICIPALITY	PROVINCE	POSTAL CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
AREA CODE	TELEPHONE NO.	AREA CODE    FAX NO.

**SECTION VI – UNDERTAKING OF THE AGENCY (This section applies only to licence holders who wish to work for an agency.)**

Name of the agency:

Agency's licence number:

The agency agrees to employ the applicant or authorize him to act on its behalf once he is a licence holder.

Agency executive officer

Authorized signatory

LAST NAME

FIRST NAME

I confirm that I have read the applicant's declarations.

**X**

SIGNATURE OF AGENCY EXECUTIVE OFFICER / AUTHORIZED OFFICER

Date:

DAY  MONTH  YEAR

**SECTION VII – DECLARATIONS**

You must provide the information and documents that are requested, unless you have already submitted them to the OACIQ. Where necessary, you may attach a sheet to complete your answers. Note that you are responsible for the answers in this section even though it was completed by another person.

Since your last licence issuance application or information update, or if you have never disclosed the information before:

1. Are you or have you been registered with a body, in another province or State (international), responsible for overseeing and monitoring real estate brokerage?

Yes No

If yes, please provide the following information:

a) Name of body \_\_\_\_\_

b) Country \_\_\_\_\_ c) Province/State \_\_\_\_\_ d) Member No. \_\_\_\_\_

2. If you answered yes to question 1, has your licence, certificate or permit ever been revoked, suspended or made subject to restrictions or conditions by this body?

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 the following documents: the decision on guilt and sanction or judgement.

3. Have you ever gone bankrupt, 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.

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## SECTION VII – DECLARATIONS (continued)

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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, where applicable;*
- 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 and the following documents: the decision on guilt and sanction or judgement.*

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.*

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## SECTION VIII – DOCUMENTS TO BE PROVIDED

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(You must provide the following documents, unless you have already submitted them to the OACIQ.)

### 1. PROOF OF IDENTITY

- a) If you are a Canadian citizen:
- Copy of your act or certificate of birth; or
  - Copy of your certificate of Canadian citizenship.
- b) If you are not a Canadian citizen:
- Copy of the document issued by Canadian immigration authorities certifying your permanent resident status; or
  - Copy of the work licence issued by Canadian immigration authorities.
- c) If you have changed your first or last name:
- Copy of the name change certificate issued by the Registrar of Civil Status.

### 2. PHOTO

**One colour photograph [passport size]:** on a white background, front-facing, including head and shoulders, face uncovered, **taken in the last six months.**

*Note: Your photograph will appear on your licence, as well as on the OACIQ's Register of licence holders.*

### 3. CRIMINAL RECORD CHECK

Upon receipt of your licence application, an email with "**Mintz Background Check Invitation**" in the subject line will be sent to you so you can complete the Mintz digital form. If your criminal record check was carried out less than six months ago, we will refer to the previously obtained results and no email will be sent.

This check will enable us to validate the compliance of the declarations you made in this form under the "Declarations" section and to determine whether a further examination of your file by the Licence Issue and Maintenance Committee (LIMC) is justified.

### 4. KNOWLEDGE OF FRENCH

Except if you have successfully taken the OACIQ examination **drafted in French**, you must provide documents proving that you meet one of the following conditions:

- a) have attended a French language secondary or post-secondary establishment full time for at least 3 years; or
- b) have successfully taken Secondary IV or Secondary V French as a mother tongue examination; or
- c) have obtained a secondary school certificate in Québec from and after the school year 1985-1986; or
- d) obtain a certificate issued by the Office québécois de la langue française (OQLF) or hold a certificate defined as equivalent by regulation of the Government, in accordance with section 35 of *Charter of the French Language* (R.S.Q., c C-11).

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## SECTION IX – RESERVED FOR FORMER LICENCE HOLDERS WHO ARE APPLYING FOR A NEW LICENCE

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**I have never been a licence holder, THIS SECTION DOES NOT APPLY.**

1. If you were operating within a business corporation in the past 12 months, have you made any changes to your business corporation, including its name, status, shareholders or your position within the corporation, of which you have not notified the Certification Department?

Yes      No      N/A

*If so, which ones?*

**SECTION IX – RESERVED FOR FORMER LICENCE HOLDERS WHO ARE APPLYING FOR A NEW LICENCE (continued)**

2. If you were operating within a business corporation in the past 12 months, has your business corporation been found guilty of a criminal, penal or ethical offence which has not previously been reported to the Certification Department? You must mention any conviction or guilty plea, even those for which you are awaiting a sentence, have received a discharge (whether conditional or unconditional) or a record suspension (formerly called "pardon").

Yes      No      N/A

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

3. If you were operating within a business corporation in the past 12 months, has your business corporation been the subject of a receiving order (bankruptcy) which has not previously been reported to the Certification Department?

Yes      No      N/A

*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.*

4. Has your certificate or licence ever been revoked, suspended or made subject to restrictions or conditions by the Discipline Committee of the ACAIQ or the OACIQ?

Yes      No

*If yes, please complete and send the **Form to be completed in case of conviction - Ethical offence**, available on the OACIQ's website.*

5. Have you ever been the subject of a claim or filed a notice of loss with the Fonds d'assurance responsabilité professionnelle du courtage immobilier du Québec (FARCIQ) regarding your professional liability?

Yes      No

6. Has your licence been revoked and have you maintained your acquired rights for more than 12 months?

Yes      No

*If you answered Yes, indicate the year your licence was revoked: \_\_\_\_\_*

*If you answered No and your licence has been revoked for less than 12 months:*

- a) Did you have any brokerage contracts in progress when your licence was revoked?

Yes      No      N/A

*If you answered yes:*

**If you were acting on behalf of an agency:** do you certify that you and your former agency executive officer have immediately notified the parties you were representing in writing that you were no longer authorized to act on their behalf and that you have informed them of the name of the broker appointed to replace you? The notification sent should indicate the parties' right to continue doing business with your agency or to terminate the contract (more details in **this article** depending on your situation).

Yes      No      N/A

*Sending notices to your clients is a mandatory condition for the issuance of your licence.*

OR

**If you were acting on your own account:** do you certify that you immediately informed your clients that you were no longer authorized to act on their behalf and that your brokerage contracts were automatically terminated (if you were acting alone)? Read **this article** for more details about the content of these notices depending on your situation.

Yes      No      N/A

*Sending notices to your clients is a mandatory condition for the issuance of your licence.*

- b) Did you carry out real estate brokerage activities during your licence revocation period? Read **this article** for more details.

Yes      No      N/A

7. Were you subscribed to InstanetForms™ electronic forms when your licence was revoked?

Yes      No

NOTE: If you wish to carry out residential real estate transactions, you must subscribe to InstanetForms™ electronic forms to access current versions of brokerage forms.

## SECTION X – CONSENT, DECLARATION AND SIGNATURE

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

The OACIQ protects the privacy of information provided, in accordance with the applicable legislation and its personal information governance policies. The OACIQ collects your personal information via this form. This personal information is necessary; it is required by the *Real Estate Brokerage Act* (CQLR, c. C-73.2) and its regulations for the issuance of OACIQ licences. This information will be used for the following purposes:

- Processing your file 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 whose duties so require.

To check your criminal record, the OACIQ discloses your personal information to private 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 for an OACIQ licence under the *Real Estate Brokerage Act* and its regulations.

#### **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 by the OACIQ.**

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 undertake to notify the OACIQ immediately of any change to this information.**

**X**

SIGNATURE

Date: 

DAY	MONTH	YEAR							

**Please sign the form AFTER  
completing ALL the sections.**





## SECTION XII – PAYMENT OF FEES

Please fill out the payment form.

If you wish to carry out residential real estate transactions, you must subscribe to InstantForms™ electronic forms to access current versions of brokerage forms.

Click here for the applicable fees.

I carry out residential real estate transactions and would like to subscribe to electronic forms.

I do not wish to subscribe to electronic forms because I do not personally carry out residential real estate transactions.

AMOUNT DUE (including taxes): \$      ,

File or licence No.:        
(IF APPLICABLE)

### METHOD OF PAYMENT

CREDIT CARD or CHEQUE OR MONEY ORDER (to the order of OACIQ)

Visa MasterCard



-     -     -

CARD NUMBER

EXPIRATION (MM/YY)

cvv/cvc

The CVV/CVC is a three-digit code located on the back of your credit card.

Name of cardholder (if different from applicant)

**X**

CARDHOLDER'S SIGNATURE

### PLEASE SEND YOUR PAYMENT AND DOCUMENTS

to the Certification Department by email at [CERTIFICATION@OACIQ.COM](mailto:CERTIFICATION@OACIQ.COM),  
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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