



APPLICATION FOR ISSUANCE OF A LICENCE Real Estate Broker — Labour Mobility

IMPORTANT

This form must be used to apply for a real estate broker's licence in Québec by a natural person who already holds an authorization to practise real estate brokerage issued by a real estate brokerage regulatory authority in another Canadian province or territory.

Applicable fees: the amount varies depending on the month in which activities begin. Read [this article](#) for more details.

A licence application is deemed received only once the licence application file is complete, i.e., when all information and documents required hereunder have been received and the applicable fees have been paid.

SECTION I – IDENTIFICATION

Mr. Mrs.

Date of birth:
DAY MONTH YEAR

Name at birth:

LAST NAME FIRST NAME

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

Usual Name:

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 continue to use this name even if you were divorced or widowed after this date)

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:

NUMBER STREET APARTMENT

MUNICIPALITY PROVINCE POSTAL CODE

AREA CODE HOME PHONE NUMBER AREA CODE CELLPHONE NUMBER

Electronic addresses:
E-MAIL WEBSITE (IF APPLICABLE)

SECTION II – FILE OR LICENCE NUMBER

You must indicate your file number or your Brokers' Area 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:

SECTION III – CORRESPONDENCE PREFERENCES

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, Brokers' Area and PRO@CTIVE). Printed correspondence will be mailed to your establishment's address in Québec by default. If you prefer to use another address, please indicate it below. Note that the address of correspondence can be changed at any time by contacting the Certification Department using the contact information below.

Address:

NUMBER	STREET	APT. / SUITE / PREMISES
MUNICIPALITY	PROVINCE	POSTAL CODE

SECTION IV – TYPE OF LICENCE

(Check the right to practise applicable to your licence.)

- Residential brokerage
- Commercial brokerage
- Residential and commercial brokerage

SECTION V – METHOD AND LOCATION OF PRACTICE

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 website.*

I intend to carry out my activities: On my own account On behalf of a real estate agency

Address of establishment in Québec:

NUMBER	STREET	APT. / SUITE / PREMISES	
MUNICIPALITY	PROVINCE	POSTAL CODE	
AREA CODE	TELEPHONE NO.	AREA CODE	FAX NO.

Check this box if you intend to carry out your real estate brokerage activities in Québec on your own account AND if this address is the same as that of your authorized representative in Québec. If so, please provide the information required in the FAQ – Certification - Real estate broker and in question 26 of [this article](#).

Check this box if this address is the same as that of the authorized representative in Québec designated by the real estate agency on whose behalf you intend to carry out your real estate brokerage activities in Québec. Please provide the name of the authorized representative, if applicable:

NAME OF THE AUTHORIZED REPRESENTATIVE

SECTION VI – UNDERTAKING OF THE AGENCY (This section applies only to applicants who wish to work for a real estate 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 SIGNATORY

Date:

DAY

MONTH

YEAR

SECTION VII – DECLARATIONS

You must provide the requested information and documents, 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.

DISCIPLINARY RECORD

1. Are you or have you been a member of a body in Québec, in Canada, in another Canadian province or territory, or in another State (international), responsible for overseeing and monitoring a regulated profession or activity, including real estate brokerage?

For example (for information purposes only): a real estate brokerage regulatory body, a financial sector regulatory body, a professional order, etc.

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:

a) Your licence, certificate, or permit ever been revoked, suspended or made subject to restrictions or conditions by this body?

Yes No N/A

b) Regardless of the time that has elapsed since the conviction, have you ever pleaded guilty to, or been found guilty by this body or by a court, in Canada or elsewhere, of an ethical violation? You are required to declare any guilty plea or decision, regardless of its nature or relation (perceived or not) to the real estate brokerage field, **including those currently under appeal or awaiting sentencing.**

Yes No N/A

c) Regardless of the time that has elapsed since the measure was taken, have you ever been subject to measures by this body for non-compliance with laws, regulations, orders, or judgments?

For example (for information purposes only): an administrative monetary penalty, a warning, a reprimand, etc.

Yes No N/A

If you answered "Yes" to any of sub-questions 2a), 2b) or 2c), please complete and send the **Form – Disciplinary record**, available on the OACIQ website, along with the required documents, if any.

SECTION VII – DECLARATIONS (continued)

HISTORY OF BANKRUPTCY AND ASSIGNMENT OF PROPERTY

3. a) Have you ever declared bankruptcy, 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

- b) Has any legal person or partnership under your control ever declared bankruptcy, made an assignment of property, or is it, or has it ever been, placed under a receiving order pursuant to the *Bankruptcy and Insolvency Act*? If this condition has already been declared in previous years, please answer “No”, otherwise you must answer “Yes”.

Yes No

Examples of a legal person under your control (for information purposes only):

- A legal person in which you hold the majority of shares or voting rights
- A legal person in which you can elect the majority of directors
- A legal person in which you are acting as a director or executive officer

If you answered “Yes” to any of sub-questions 3a) or 3b), please complete and send the **Form to be completed in case of bankruptcy**, available on the OACIQ website, along with the required documents, if any.

CRIMINAL RECORD

You are required to declare any current criminal charges, any guilty plea or decision, regardless of their nature or relation (perceived or not) to the real estate brokerage field, including those currently under appeal or awaiting sentencing by you or a legal person or partnership under your control, and those for which you received a (conditional or unconditional) discharge or a record suspension (formerly called “pardon”).

Examples of a legal person under your control (for information purposes only):

- A legal person in which you hold the majority of shares or voting rights
- A legal person in which you can elect the majority of directors
- A legal person in which you are acting as a director or executive officer

4. a) Regardless of the time that has elapsed since the conviction, have you or any legal person or partnership under your control ever pleaded guilty to, or been found guilty by a court, in Canada or elsewhere, of a criminal offence or act?

Yes No

- b) Are you, or a legal person or partnership under your control, currently facing criminal charges?

Yes No

If you answered “Yes” to any of sub-questions 4a) or 4b), please complete and send the **Form – Criminal and penal record**, available on the OACIQ website, along with the required documents, if any.

PENAL RECORD

You are required to declare any current penal charges, any guilty plea or decision, regardless of their nature or relation (perceived or not) to the real estate brokerage field, including those currently under appeal or awaiting sentencing by you or a legal person or partnership under your control.

Examples of a legal person under your control:

- A legal person in which you hold the majority of shares or voting rights
- A legal person in which you can elect the majority of directors
- A legal person in which you are acting as a director or executive officer

SECTION VII – DECLARATIONS (continued)

5. a) Regardless of the time that has elapsed since the conviction, except for a violation to the *Highway Safety Code* and municipal by-laws, have you or any legal person or partnership under your control ever pleaded guilty to, or been 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

- b) Are you, or a legal person or partnership under your control, currently facing penal charges?

Yes No

If you answered “Yes” to any of sub-questions 5a) or 5b), please complete and send the **Form – Criminal and penal record**, available on the OACIQ website, along with the required documents, if any.

OTHER RECORD

6. In the past five years, apart from any family-related matters, have you ever been ordered to pay more than \$15,000 in a civil proceeding?

For example (for information purposes only): with the exception of any family-related matters, any civil judgment rendered by a court following a dispute in which you were involved and which orders you to pay an amount exceeding \$15,000, such as a contractual dispute, a civil liability claim, an employment-related dispute, etc.

Yes No

If so, please complete and send the **Form – Other record**, available on the OACIQ website, along with the required documents, if any.

7. In the past five years, have you been the subject of a court judgment in a tax-related matter?

For example (for information purposes only): a civil judgment rendered by a court following a dispute with the tax authorities (Revenu Québec or the Canada Revenue Agency), such as the dismissal of an action, the confirmation or determination of a tax assessment, an order for damages, or the authorization of a legal hypothec, a seizure, and so forth.

Yes No

If so, please complete and send the **Form – Other record**, available on the OACIQ website, along with the required documents, if any.

8. Have you ever been the subject of a decision or a sanction issued by an administrative tribunal or a provincial or federal government body? (Note: You are required to disclose any decision or sanction, regardless of its nature or relation (perceived or not) to the real estate brokerage field).

Examples of provincial administrative tribunals (for information purposes only): the Régie du bâtiment du Québec, the Commission de la protection du territoire agricole, the Commission des transports, the Commission municipale, the Tribunal administratif du Québec, the Tribunal administratif du logement, the Tribunal administratif des marchés financiers, etc.

Examples of government bodies (for information purposes only): Revenu Québec, Canada Revenue Agency, Autorité des marchés publics, Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST), Commission de la construction du Québec, Canadian Radio-television and Telecommunications Commission (CRTC), Financial Transactions and Reports Analysis Centre of Canada (FINTRAC), etc.

Examples of sanctions (for information purposes only): a fine, an administrative monetary penalty, a seizure, legal hypothec, etc.

Yes No

If so, please complete and send the **Form – Other record**, available on the OACIQ website, along with the required documents, if any.

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*

SECTION VIII – DOCUMENTS TO BE PROVIDED

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

1. PROOF OF IDENTITY

- a) Photo ID issued by a government, a government department or a public body, on which your first and last names and date of birth are recorded. For example, passport, driver's license, Quebec health insurance card, provincial or territorial identity card, permanent resident card.
- 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 permit issued by Canadian immigration authorities

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

You must provide documents proving that you meet one of the following conditions:

- a) Having attended a French language secondary or post-secondary establishment full time for at least 3 years or
- b) Having successfully taken Secondary IV or Secondary V French as a mother tongue examination or
- c) Having obtained a secondary school certificate in Québec from and after the school year 1985-1986 or
- d) Having obtained 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)

5. AUTHORIZATION TO PRACTISE

You must provide the following documents:

- a) Copy of an authorization to practise real estate brokerage issued by a regulatory authority in another Canadian province or territory where you are authorized to carry out real estate brokerage activities
- b) A letter from a real estate regulatory authority in another Canadian province or territory where you are authorized to operate, indicating:
 - Rights to practise granted under your authorization to practise: residential, commercial or both, if applicable
 - Where applicable, the periods indicating:
 - The suspension, revocation, or restriction of your authorization to practise
 - The absence of practice

SECTION IX – CONSENT, DECLARATION AND SIGNATURE

1 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. The OACIQ may collect and disclose your personal information to a real estate brokerage regulatory authority in another Canadian province or territory where you are authorized to practise. 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 OACIQ may disclose your personal information to a real estate brokerage regulatory authority in another Canadian province or territory where you are authorized to practise.

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 XI – 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,
by mail or by fax to any of the contact information
indicated below.

Organisme d'autoréglementation du courtage immobilier du Québec

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