

Schedule A

for new applicants



601-1595 Bedford Highway, Bedford, Nova Scotia, B4A 3Y4

Phone: 902-468-3511 800-390-1015

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Website: nsrec.ns.ca

PART A | TYPE OF LICENCE

Select the licence application(s) that this Schedule A is in support of:

- Salesperson
- Associate Broker
- Managing Associate Broker
- Broker
- Approved Sales Corporation
- Brokerage
- Branch Office

FOR INTERNAL USE

Approved By

Approval Date

Conditions/ Restrictions

PART B | LICENSEE INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	NICKNAME (if being used in advertising & promotion)
BROKERAGE			

PART C | SALESPERSON AND ASSOCIATE BROKER

FEES

Licensing Fee	\$435.00
Recovery Fund Fee	\$100.00
Administrative Fee	\$35.00
HST	\$85.50
TOTAL	\$655.50

REQUIRED SUPPORTING DOCUMENTS

- Copy of driver's licence or government issued identification card
- Copy of birth certificate, citizenship card or permanent resident card
- Current criminal record check from an approved provider
- Proof of grade 12 education (transcript, diploma GED certificate or proof of post-secondary education)

PART D | BROKER AND MANAGING ASSOCIATE BROKER

FEES

Licensing Fee	\$435.00
Recovery Fund Fee	\$200.00
HST	\$95.25
TOTAL	\$730.25

REQUIRED SUPPORTING DOCUMENTS

- Copy of driver's licence or government issued identification card
- Copy of birth certificate, citizenship card or permanent resident card
- Current criminal record check from an approved provider

PART E | APPROVED SALES CORPORATION

FEES

Licensing Fee	\$435.00
HST	\$65.25
TOTAL	\$500.25

REQUIRED SUPPORTING DOCUMENTS

See Approved Sales Corporation application form

PART F | BROKERAGE

FEES		HST	TOTAL
Licensing Fee	\$435.00	\$65.25	\$500.25
Audit Fee	Brokerages are charged a \$400 base audit fee and \$10 per licensee plus HST		
$\$400.00 + \$10 \times \underline{\hspace{2cm}} \text{ \# of licensees} + \text{HST} = \$\underline{\hspace{2cm}}$ Audit Fee			

REQUIRED SUPPORTING DOCUMENTS

- Proof of registration with Nova Scotia Registry of Joint Stocks
- Proof of Franchise Agreement (if applicable)
- Proof of interest bearing trust account in the name of the brokerage from the financial institutional where the trust account is located
- Digital proof of For Sale sign
- Designated agency brokerages only: confirmation email from Compliance approving agency model

PART G | BRANCH OFFICE

FEES	
Licensing Fee	\$385.00
HST	\$57.50
TOTAL	\$442.75

REQUIRED SUPPORTING DOCUMENTS

- Completed Branch Office application

PART H | CREDIT CARD INFORMATION

<input type="checkbox"/> AMEX	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA*
CREDIT CARD NUMBER		
EXPIRY DATE	V-CODE	AMOUNT
NAME OF CARD HOLDER		SIGNATURE OF CARD HOLDER

***The Commission cannot process VISA DEBIT cards with this form.**