

# Before You Begin Guide

## Real Estate Online Registration

### *Portal functionality*

Please take a moment and review our **Portal Basics User Guide** to learn how to create an account and how our portal works. It is available on the portal FAQ at <http://fcnb.ca/portalfaq.html>.

### *Information and documents to gather before starting an application*

If you are applying for a **real estate salesperson or manager licence**, gather the following information and documents:

- The details of your agent and branch location
- Full legal name of applicant, any registered business names ('doing business as' names), and business address.
- Regulatory and licencing details, including any licences you hold/have held.
- Details of any judgment, criminal conviction, legal proceeding, or bankruptcy.
- Proof of NBREA membership

If you are applying for an **agent licence**, gather the following information and documents:

- Full legal name of applicant, any registered business names ('doing business as' names), and business address.
- Details of branch locations and manager name for any branches with more than 4 salespersons.
- The name of the primary manager for the agent
- Bond/Continuation certificate
- Details of where books and records will be maintained
- Details of trust account(s)
- Regulatory and licencing details, including any licences you hold/have held.
- Details of any judgment, criminal conviction, legal proceeding, or bankruptcy.

Please note the following additional requirements:

- If you are applying as a corporation/partnership or individual professional corporation, you will need to provide the address for service, and the name and position of each director/officer/partner. Each director/officer/partner will need to complete a declaration to answer suitability questions and may need to provide a criminal record check. Details of employment for the last 5 years and any information regarding dismissal for cause are also required for individual professional corporation applicants.

- If you are applying as an individual you will be required to provide personal contact details and other information such as: any previous legal name, your mailing address and a history of physical home addresses for the last 3 years, details of your employment for the last five years, any information regarding dismissal for cause, and for new applications - a completed criminal record check report (obtained from your local police, RCMP station or FCNB approved background check vendor).

### *Suitability Disclosures*

Full disclosure of any potential suitability issues is required. This may include additional details related to any judgment, criminal conviction, legal proceeding, bankruptcy, or dismissal for cause. You may be required to upload further documentation. Failure to provide complete details will delay the processing of your application. Additional information may also be requested during the review of your application.