

# NEW HOME SALES AGENT LICENSE RENEWAL FORM



## APPLICATION INFORMATION

Name of Applicant: \_\_\_\_\_

Residential Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Provide Mailing Address if different from above:

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## BUILDER EMPLOYMENT INFORMATION

Name of MHBA Builder Member: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## CERTIFICATION BY APPLICANT

I, the applicant, hereby acknowledge the above information is correct to the best of my knowledge, and undertake to advise the MHBA should any of the above change. I also undertake to abide by the provisions of the New Home Sales Agent Renewal Process as listed below.

The New Home Sales Agent registration is under the management of the Manitoba Home Builders' Association (MHBA). To maintain the new home sales agent registration, the following conditions need to be fulfilled:

- An annual registration renewal fee of **\$125 + GST** must be paid by the anniversary date of the registration.
- An MHBA builder member must employ the new home sales agent. Should the employment cease, then the agent's registration shall be suspended. The registration can be re-instated if the agent is employed with an MHBA builder within 12 months. Should the agent change builder employers, then the change of the employer must be reported to the MHBA .

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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## AUTHORIZATION & CERTIFICATION BY EMPLOYING BUILDER

On behalf of \_\_\_\_\_, I hereby certify  
(Name of Builder Company)

- That we will pay the renewal fee of \$125 + GST = \$131.25 on behalf of the applicant.
- That the applicant named herein, who is applying for registration as a New Home Sales Agent, will be employed by the company, named herein, as a New Home Sales Agent,
- That all conditions regarding Order No. 2816, Real Estate Brokers Act, Section 47, **An Order Exempting certain New Home Builders and their salespeople from registration requirements of the Real Estate Brokers Act** (<https://docs.mbsecurities.ca/msc/reoe/en/item/498139/index.do>) will be met, and
- That any change in the employment of the applicant by the builder, named herein, be reported to the office of the Manitoba Home Builders' Association.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

## PAYMENT OF REGISTRATION FEE

**An invoice will be sent to the Builder Member named in the application. The invoice can be found on the builder's membership portal. The Builder must then pay on behalf of the applicant by clicking the link on the invoice or sending a cheque to the MHBA office.**

Your application form can be submitted by email to:

[mjohnson@homebuilders.mb.ca](mailto:mjohnson@homebuilders.mb.ca)

To process your identification card, please include a photo with your application. Your identification card will be mailed to your mailing address.

**\*\*If you lose your identification card, there will be a replacement fee of \$25.00.\*\***

## FOR OFFICE USE ONLY:

DATE APPROVED: \_\_\_\_\_