



Check list For Transferring Associates

1. Full Name as Registered on RECA License			
2. Home Address			
3. Date of Birth			
4. In Unfortunate Case of An Accident, - Who would you want us to notify First. (Relationship and Contact Number incl. Area Code/Country.)			
5. Spouses Name and Contact Tel # if applicable.			
6. Your Cell Number			
7. Home Tel Number			
8. Home Fax Number			
9. Preferred Contact Tel Number.			
9. E-Mail address			
10. GST/Business Number			
11. SIN Number			
12. CREB ID #			
13. Personal Web Site Info If applicable.			
14. Pay Remuneration to Individual or corporation. If corporation company Name.	Individual Name Corporation Name.		
15. Digital Photo Sent to kgcarter@shaw.ca			
<i>Below For Office Admin Dept.</i>			
RECA Transfer Completed and Sent			
RECA Transfer Billed to Account			
CREB Transfer Completed and Sent			
CREB Listings Transfer Forms Completed and Sent if applicable			
Number of Signs Required	OH/Just Listed	For Sale	Condo Corplas
Associate Billed for Signs.			
Associate Added to General Liability Insurance Policy Coverage			
Associate Billed for G.L.I. above Pro-rated.			