

Instructions for Firm (New Brokerage) Membership:

The following documents **must** be emailed to Nicole Calma **prior** to signing up:

1. Copy of Articles of Incorporation
2. Copy of RECO Registration for firm
3. "Firm Application Form" (signed by Broker of Record with Brokerage Registration # included)
4. "Broker Application Form" (signed by Broker of Record with Broker Registration # included)

There is a Firm Initiation fee and a Broker Initiation fee. The Firm initiation fee is \$1,000 + HST.

The Broker initiation fee depends on one of the following 3 scenarios:

1. Broker is not part of another board: \$1,000 + HST
2. Broker is a dual member (currently belongs to another board and is also opening an office on our board): \$100 + HST
3. Broker terminates membership with another board (within 30 days) and opens an office on our board (transfers to CAOR) : \$100 + HST

We accept e-transfer, cash or cheque. Should you choose e-transfer, please send funds to cambridge-admin@rogers.com. If paying by cheque or cash, please bring funds with you when you come into the office. Please email your application form to nicole@thecaor.com prior to coming in.

Please note if you stay on with your current Board and also with CAOR, we will not collect CREA & OREA dues. This charge is only applied once

***Please e-mail Nicole Calma at nicole@thecaor.com to schedule your appointment. The appointment will take about 10 minutes in length. We are open Monday to Friday from 9 AM – 5 PM.