

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

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 through your home board

Please email your Firm Application form and Broker Application Form to nicole@thecaor.com. Please note all Broker of Record signatures and required RECO Registration numbers needs to be included for it to be accepted. After Nicole has received the application forms, she will then email you an invoice including the above mentioned costs + other start up fees, which are to be paid before your log in is sent.

Please note CAOR uses Sentrilock lock boxes.