



NEW HOME SALES AGENT LICENSE APPLICATION 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: _____

Name of Builder's New Home Warranty Provider: _____

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 I have verified the identity of the applicant, named herein,
- 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

Include with this completed form the registration fee of \$175 + GST

- Cash
- Cheque, made payable to **Manitoba Home Builders' Association**
- MasterCard/VISA Card #: _____ Expiry Date: _____ CVV: _____
- Invoice MHBA Builder Member named in application.

Your application form can be submitted by mail or email to:

Unit I—1420 Clarence Avenue, Winnipeg, MB, R3Y 1T6 or info@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: _____

EXAM GRADE: _____