



MEMBER REINSTATEMENT CHECKLIST

Please ensure you have the following documents for submission:

1. Reinstatement form completed and signed by member & Broker
  2. MLS User agreement (signed by member & broker)
  3. Confirmation of Insurance – 5 Million CGL Liability
  4. Copy of RECA license showing Authorized status
  5. Acknowledgement of REINSTATEMENT FEE - \$180.00 + GST
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CARA OFFICE USE ONLY:

Date Received: \_\_\_\_\_ by: \_\_\_\_\_

Member Name: \_\_\_\_\_

Brokerage: \_\_\_\_\_

MLS USER ID: \_\_\_\_\_ MMSi #: \_\_\_\_\_ CREA ID: \_\_\_\_\_

MMSi INPUT: \_\_\_\_\_ P9 Confirm Input: \_\_\_\_\_ SUPRA: \_\_\_\_\_

Membership Book: \_\_\_\_\_ Confirmation Letter: \_\_\_\_\_

Invoice: \_\_\_\_\_

Advise AREA/CREA: \_\_\_\_\_

Original Term: \_\_\_\_\_

Notes: \_\_\_\_\_