



BRITISH COLUMBIA
REAL ESTATE
ASSOCIATION

COMMERCIAL TRADING SERVICES APPLIED PRACTICE COURSE

Managing Broker / Managing Director Declaration Form

The *Commercial Trading Services Applied Practice Course* is designed for individuals who are in the process of receiving their trading services licence and who wish to focus on commercial properties. In order for a learner to register in this course, he / she must meet the following criteria.

- Provide documentation from managing broker indicating that he /she will be primarily working in commercial real estate transactions.
- Provide the **name of the brokerage** that the learner intends to join. The application must be made with a brokerage that has a commercial division.
- Provide the **name of the individual** who will mentor him/ her in Component Three.
 - The mentor must be the managing broker or a designate.
 - The mentor must have a minimum of five years of experience with commercial real estate transactions.
- Once licensed, a learner registered in the Commercial Applied Practice Course has three months to complete Component Three. Within the three-month timeframe, each learner must complete the following practical field assignments by way of working with a client / customer, or interviewing / shadowing a seasoned commercial licensee with a minimum of five years of experience. As the managing broker, I promise to ensure that the licensee will complete the following six practical field assignments while in Component Three:
 - Listing a Property for Sale – Representing a Seller
 - Establishing Agency and Providing Trading Services to or on behalf of a Buyer
 - Showing a Property – Your Agency Responsibilities
 - Researching Properties
 - Drafting an Enforceable Commercial Contract of Purchase and Sale **or** an Offer to Lease – either for a client **or** customer
 - Presenting an Offer and Negotiating a Counter-Offer

For details on the assignments, please visit the managing broker toolkit at:

http://www.bcrea.bc.ca/docs/education-documents/component3_commercial.pdf

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As the managing broker of **(brokerage name)** _____, I
(first name and last name of managing broker) _____ confirm that
(learner full legal name) _____ will be focusing on
commercial transactions and will have oversight by **(name of licensee who will be overseeing the new
licensee)** _____ when completing the requirements of
Component Three.

(Managing Broker signature)

(Date)

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