



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](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.

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**(Managing Broker signature)**

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**(Date)**

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