

# Brokerage Filings: What's New

Webinar for Managing Brokers

January 26, 2023

**BCFSA** BC Financial  
Services Authority

Classification: Protected A





# Agenda

- Welcome and Introductions
- Annual Regulatory Filings in IRIS
- IRIS Reminders
- Walkthrough of the Submissions
- Annual Filings FAQs
- Upcoming Brokerage Data Request
- Data Request FAQs
- Questions

# Speakers

**BRUCE MCCOUBREY**

Practice Standards  
Advisor

**CHARLIE JOHNSON**

Manager Audit &  
Assurance

**SHERRI GUERNSEY**

Audit Specialist

**CHRIS HEALD**

Manager, Solution  
Delivery

**SHANNON MATHER**

Senior Policy Analyst



# Annual Regulatory Filings in IRIS



# Filings in IRIS

## YEAR ENDS BEFORE DECEMBER 31, 2022

- Filings continue to be **submitted via email**
- BCFSA **will accept** filings that are emailed

## YEAR ENDS FROM DECEMBER 31, 2022, ONWARDS

- Filings **must be submitted via IRIS**, there will be no exceptions
- BCFSA **will not accept** filings that are emailed or mailed





## What to Expect

You will receive a notice from IRIS that a **Service Request** is available, required or open with respect to the year end filings

Consists of **two required submissions:**

1. Accountant's Report and Financial Statements
2. Brokerage Financial Information Filing



# When to Submit

SUBMISSIONS ARE DUE WITHIN 120 DAYS OF YOUR BROKERAGE FISCAL YEAR END

## WHAT'S CHANGING

The date will no longer be rounded to the end of the month.





## WHAT'S CHANGING

- New format in Excel
- **Additional (not new) information** from your financial statements will be required

## WHAT'S NOT CHANGING

- The information required for the *Brokerage Financial Information* filing is the same as the information you filed in the *Brokerage Activity Report*.

# Brokerage Financial Information

(formerly the Brokerage Activity Report)



## ONLY THE BROKERAGE WILL BE ABLE TO FILE THE ACCOUNTANT'S REPORT.

- Submissions must be made by the **managing broker**
- Accountants **will not** be able to submit the reports.

# Submissions



# How to Submit in Iris



# REMINDER

## IRIS IS NOW LIVE

- **Be patient:** If you do not need to use IRIS immediately, you do not need to access the portal when it launches. This will help us avoid portal and support overload in the first few weeks of launch.
- **Create your account:** When logging into IRIS for the first time, you will need to **create a new account using the email address you have on file with BCFSA.**
- It is crucial that you use **only** this email address to ensure smooth transfer of your licensing information from the previous system to IRIS. You can use the self-serve function in IRIS to update your email address later if you wish to do so.





# REMINDER: Signing Up and Signing In

What individual licensees will see after successful sign up

**BCFSa** HOME NEW SUBMISSION PAYMENTS TS LANG ▾

## Home

Welcome to the BCFSa portal. This is where you can see at a glance any submissions to be completed. It also gives you quick access to information about any organizations that you administer.

### Personal Dashboard

Submissions initiated by you and scheduled for you by BCFSa are shown in the Personal Submission list. If you have one or more personal business authorizations, including licences and registrations, they will be listed here.

To initiate a new submission, select 'New Submission' from the menu at the top of the page.

#### Personal Business Authorizations-

Business Authorization number ↓	Managing Entity	Sector	Type	Subtype	Expiry/End Date	Status Reason
RE603472	Prime Real Estate, Inc. / Your Prime Real Estate Experience	Real Estate	Licence	Representative	4/29/2022	Current

#### Personal Submissions-

ID ↓	Due Date	Name	Date Submitted	Status Reason
SR021340	4/29/2022	Application for Licence Renewal: Individual		Draft
SR021262	4/29/2022	Application for Licence Renewal: Individual	4/19/2022 4:39 PM	Submitted





# REMINDER: Signing Up and Signing In

What individual licensees will see after successful sign up

Individual licence(s)

Pending and completed submissions

**BCFSAs**    HOME    NEW SUBMISSION    PAYMENTS    TS LANG

## Home

Welcome to the BCFSAs portal. This is where you can see at a glance any submissions to be completed. It also gives you quick access to information about any organizations that you administer.

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To initiate a new submission, select 'New Submission' from the menu at the top of the page.

Business Authorization number +	Managing Entity	Sector	Type	Subtype	Expiry/End Date	Status Reason
RE603472	Prime Real Estate, Inc. / Your Prime Real Estate Experience	Real Estate	Licence	Representative	4/29/2022	Current

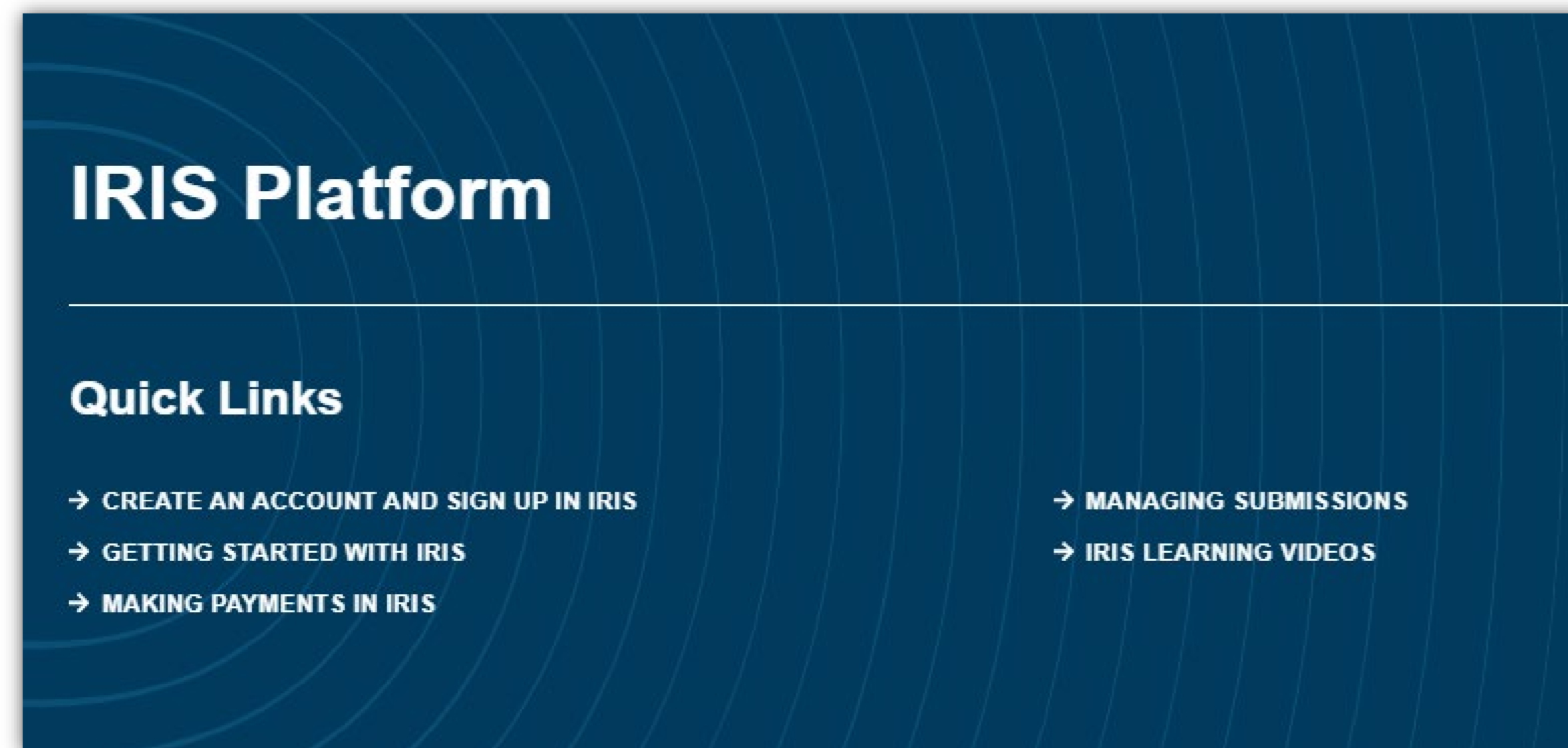
ID +	Due Date	Name	Date Submitted	Status Reason
SR021340	4/29/2022	Application for Licence Renewal: Individual		Draft
SR021262	4/29/2022	Application for Licence Renewal: Individual	4/19/2022 4:39 PM	Submitted





# IRIS Resources and Support

## IRIS Page on BCFSA's website



[IRIS Platform | BCFSA](https://www.bcfesa.ca/iris)

## BCFSA's IRIS Portal YouTube Channel



<https://youtu.be/e3gBpDb6tVU>



# Two Submissions

Accountant's  
Report and  
Financial  
Statements

Brokerage  
Financial  
Information  
Filing



# Taking a Closer Look

## THREE SHORT VIDEOS COMING UP

1. Brokerage Financial Information Filing
  - Filling out the template
  - Validating and submitting the filing
2. Filing the Accountant's Report and Financial Statements





# Filing Brokerage Financial Information Filing (Videos 1 & 2)

THE VIDEOS CAN BE  
VIEWED IN THE WEBINAR  
RECORDING

- Begin service request and get template
- Completing the template in Excel
  - Fillable spreadsheet is locked with validations
- Submitting the Excel template to BCFSA (Error and success)
- How to know when you have made a successful submission



# Filing the Accountant's Report and Financial Statements (Video 3)

- Begin service request and get template
- Attaching the PDF

THE VIDEO CAN BE  
VIEWED IN THE WEBINAR  
RECORDING





# Frequently Asked Questions

Annual Regulatory Filings



**Q:** When should I start using the IRIS portal to file?



**A:** Brokerages with a fiscal year end of December 31, 2022, are the first to submit the annual Accountant's Report filing using IRIS. This filing is due 120 days after your fiscal year end.



**Q:** What does the Real Estate Audit team do with the collected data?



**A:** Data will be used to enhance BCFSA's risk-based approach to brokerage audits to better identify and understand the risks that brokerages may be facing.

Also, data allows BCFSA to better understand industry trends.



**Q: Where do we go for technical support?**



**A:** You can contact [support@bcfsa.ca](mailto:support@bcfsa.ca) if you encounter any technical issues with the IRIS portal.



**Q: Where do we go if we have questions about filing our Accountant's Report?**



**A:** Continue sending your questions about filing the Accountant's Report Filings to [realestateaudit@bcfsa.ca](mailto:realestateaudit@bcfsa.ca)



# Upcoming Brokerage Data Request



**WHO**

All trading services brokerages

**WHAT**

Provide data to BCFSA in an excel workbook on

1. residential real property sales, and
  2. use of home buyer rescission notices
- between February 19 and March 18, 2023

**WHEN**

Submit information by March 31, 2023

**WHY**

Compare year-over-year changes in market conditions and monitor the impact of various changes including consumer protection measures

Early check-in on the use of home buyer rescission notices

Support BCFSA's evidence-informed policy and regulatory decision-making

BCFSA expects to continue to conduct periodic real estate data calls

# Summary of Request



## REQUEST IN SPRING 2022

- To better understand consumer risks in an unbalanced (sellers) market
- Residential real estate sales with a firm contract date in 2 one-week periods in February 2021 and February 2022

## RESPONSE

- BCFSA received 460 responses (47% response rate)
- Data sample includes 1,904 transactions

## DATA LIMITATIONS

- Drew preliminary, general observations only. Observations are not conclusive.

## 2022 CALL RESULTS

- The results of BCFSA's first real estate brokerage data request can be found on BCFSA's [website](#).

# Last Year's Results



# 2023 Data Call Updates

## WHAT'S NEW 2023

- Broader time span (4 weeks)
- Current transactions only (no historical data)
- Workbook includes instructions
- Second spreadsheet is about HBRP
- Two additional columns – licence number and location of the subject property based on local real estate board or association area to improve regional breakdown

## WHAT'S NOT CHANGING

- Two spreadsheets in the workbook to be completed by brokerages

**New**

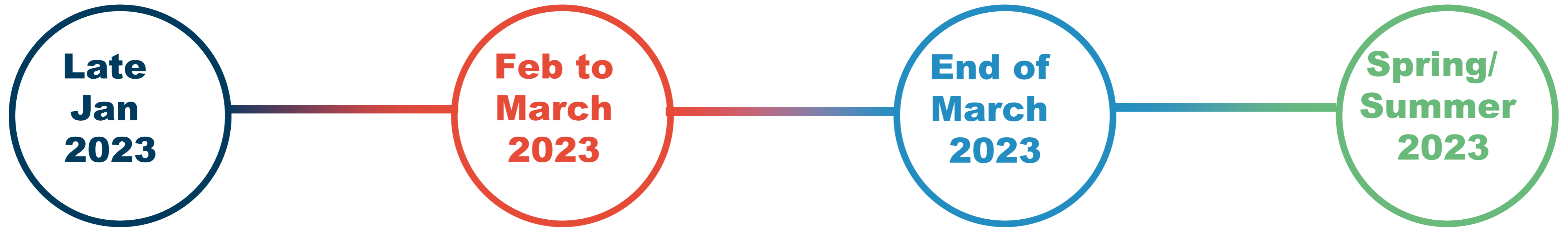
Residential real property sales data - February 19 to March 18, 2023																		
Contact person:																		
Phone number:																		
Brokerage name:																		
Brokerage (head office) licence number:																		
Civic address or legal description	Municipality	Postal code	Parcel ID (PID) number	Licence number (brokerage or branch)	Local real estate board or association where the property is located	Date of listing agreement (YYYY-MM-DD)	List price on date of offer acceptance	Date of offer acceptance (YYYY-MM-DD)	Firm contract date (YYYY-MM-DD)	Sale price	Unconditional offer (Y/N)	Home inspection condition (Y/N)	Financing condition (Y/N)	Insurance condition (Y/N)	Other conditions (Y/N)	PDS incorporated into contract (Y/N)	Total number of offers received	Price of highest not-accepted offer
(example) 123 Smith Street, Unit 7	Vancouver	V9V2B9	000000123	X000123	Greater Vancouver	2023-01-12	\$100,000.00	2023-01-13	2023-02-26	\$ 105,000.00	N	Y	Y	N	N	Y	3	\$ 104,000.00

☰ [Sales Instructions](#) [Residential Real Property Sales](#) [HBRP Instructions](#) [HBRP Notices](#) +





# Timeline



## LATE JANUARY 2023

Introduce brokerage records request with managing brokers



## FEBRUARY & MARCH 2023

Brokerages compile information



## MARCH 2023

Brokerages submit information



## SPRING/SUMMER 2023

- BCFSA analyzes data
- Dissemination of results





# Frequently Asked Questions

## Brokerage Data Request

**Q: Which transactions do I need to report?**



- A:**
- Listing Brokerages Only: Residential real property sales with a firm contract date between February 19 and March 18, 2023 (spreadsheets 1 & 2)
  - All Trading Services Brokerages: Each home buyer rescission notice issued or received between February 19 and March 18, 2023 (spreadsheets 3 & 4)

**Q: Why can't BC SFA use MLS<sup>®</sup> data?**



- A:**
- BCFSA does not have access to MLS<sup>®</sup>
  - MLS<sup>®</sup> does not contain information on offers or Rescission Notices
  - Brokerages are required to have this information under RESA's regulatory framework

**Q: What if I don't have any sales or rescission notices to report from this period?**



**A:** Reply to the request indicating your brokerage licence number and “nil response” or “no relevant data”

**Q: How will BCFSA use this data?**



- A:**
- Compare year-over-year changes in market conditions and monitor impact of various changes including consumer protection measures
  - Early monitoring of consumers' use of the home buyer rescission notice
  - Support BCFSA's evidence-informed policy and regulatory decision-making

**Q: Is it mandatory for brokerages to give BCFSA this data?**



- A:**
- We expect your cooperation and best effort to respond and plan to follow-up with non-responsive brokerages
  - Demonstrates industry and the regulator working together to build an understanding of market trends

**Q: Will my brokerage be disciplined if I don't respond?**



- A:** • We expect your cooperation and best effort to respond, will follow up with brokerages who do not respond
- This is not a compliance exercise, no intention to discipline brokerages

**Q: I am a managing broker at a branch office. Do I need to respond to the request?**



- A:**
- You should work with the managing broker at your brokerage's head office to provide a single response
  - Each transaction should include the licence number of the responsible brokerage/branch office

**Q: Isn't this personal information?**



- A:**
- BCFSA has completed a privacy impact assessment and has established appropriate safeguards to protect the information and privacy of the parties to the transaction.
  - As regulator, BCFSA has legal authority to request this type of information from brokerages

**Q: Who can I talk to if I have questions about filling out the data request spreadsheet?**



## **A:** Contact BCFSA's Practice Standards Advisors:

- Monday to Friday, 8:30 a.m. to 4:30 p.m. at either phone number
- [\(604\) 660-3555](tel:6046603555) / [\(866\) 206-3030](tel:8662063030)
- You can also send an e-mail to [advisor@bcfsa.ca](mailto:advisor@bcfsa.ca)

**Q: How do I respond to this request?**



- A:**
- Send an e-mail to [policy@bcfsa.ca](mailto:policy@bcfsa.ca)
  - Attach the completed spreadsheet
  - If your brokerage had no transactions that fall within the scope of the request for one or both spreadsheets (sales or HBRP), send an e-mail to [policy@bcfsa.ca](mailto:policy@bcfsa.ca) indicating your licence number:
    - No residential sales, and/or
    - No rescission notices

# Questions?



# Teams Rules Come Into Force on April 1, 2023

## BE PREPARED

Whether you are currently operating as a team or not, you need to understand how the upcoming amendments to Real Estate Services Rules may impact your business.

Visit our website to see the [amended Rules](#) and read the [frequently asked questions](#).

**Learn more at the Webinar for Managing Brokers  
Thursday February 23 at 10:00am**





# 2023 BCFSA Sector Insights Survey

We want your feedback!





# Ongoing Communication and Support

**BCFSA  
Website**

**Brokers  
Brief**

**Real Estate  
Bulletin**

**Practice  
Standards  
Advisors**

**Managing  
Broker  
Webinars**

**Thank  
you.**