

Issue No. 2022-1  
December 16, 2022

## BULLETIN

### Financial and Consumer Services Division Registry and Licensing Services Real Estate Licensing Update

#### NEW – Online Web Submissions – Real Estate Salesperson License

This bulletin is to provide notice of changes to the Real Estate licensing process effective **December 16, 2022**. Applications for new and renewal of Real Estate Salesperson Licenses will now be accepted **online** through our online web submission.

*\*Note that this is currently only available for Real Estate Salesperson Licences, but we expect that we will be launching Real Estate Agent shortly.*

#### How can I submit my application for Real Estate Salesperson License (*both new and renewal*) using the new web submission?

**NEW –**

**Web Submission:**

<https://www.princeedwardisland.ca/en/service/real-estate-salesperson>

Please ensure that you carefully read the instructions at the above link. Failure to follow the instructions will cause delays in processing your application. There is a blue button at the end of the webpage entitled “**Apply for or Renew Salesperson License**”

*\*Email submissions will no longer be accepted – individuals who wish to apply electronically must use the web submission link. If you email your submission, you will be directed to the web submission.*

#### Where can I find the license application?

**Online:**

The application is available on the Real Estate Salesperson webpage <https://www.princeedwardisland.ca/en/service/real-estate-salesperson>

*\*Note that the new and renewal application is the same.*

#### What are the application fees? (*no change to fees*)

New License: \$200

Renewal: \$200

## How do I pay my application fees when submitting my application online?

**Online:** Credit card (*VISA, VISA debit, MasterCard, MasterCard debit*)  
Only available when submitting your application through the web submission form: <https://www.princeedwardisland.ca/en/service/real-estate-salesperson>

## What do I need to submit with my application?

There is a checklist available at the end of the Real Estate Salesperson webpage that will assist you in determining what documents and information is required depending on if it is a new, renewal or new non-resident/new PEI resident application.

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If you have any questions regarding the new online process, please contact the licensing section of Registry and Licensing Services:

- **By email:** [licensing@gov.pe.ca](mailto:licensing@gov.pe.ca)
- **By phone:** 902-368-4550 Ext. 2

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