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The purpose of the Fonds d'indemnisation du courtage immobilier is to provide compensation to victims of fraud, dishonest transactions or misappropriation of funds committed by real estate brokers or agents in the course of their activities.

**Anyone filing a claim must include:**

- **a chronological account of the facts that lead the claimant to allege that the real estate broker or agent has committed fraud, a dishonest transaction or misappropriation of funds;**
- **all documentation substantiating the claim (see attached checklist).**

The claim must be filed with the Fonds d'indemnisation within one year after the facts become known, otherwise it may be rejected.

**To be admissible, the claim must be sworn before a Commissioner of Oaths. Unsworn claims will not be processed.**

Once the file is complete, the Fonds d'indemnisation will review the claim and rule on its admissibility and, if applicable, on the amount of compensation to be paid.

**For any question on how to complete a claim, you may contact the Fonds d'indemnisation at 450 676-4800, ext. 446, or 1 800 440-7170.**

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**▶ Identification of the parties**

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**CLAIMANT**

Name, First name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone numbers

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Office: \_\_\_\_\_

(Please notify the Fonds d'indemnisation of any change of address or phone number.)

**REAL ESTATE BROKER OR AGENT CONCERNED**

Name, First name: \_\_\_\_\_

Name of employing broker: \_\_\_\_\_

Phone numbers

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Business address: \_\_\_\_\_

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**REAL ESTATE BROKER OR AGENT CONCERNED**

Name, First name: \_\_\_\_\_

Name of employing broker: \_\_\_\_\_

Phone numbers

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Business address: \_\_\_\_\_

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**▶ Amount of claim**

Total amount claimed: \_\_\_\_\_ (Maximum claim \$15,000)

**You must provide proof of the damages for which you are seeking compensation, for example by providing expert reports outlining these damages, estimates, invoices. In case of misappropriation of funds, copies of cheques, receipts, etc.**

Detail of damages claimed:

_____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____
(Use additional pages if space is insufficient.)	<b>Total:</b> \$ _____

**▶ Property concerned**

Address: \_\_\_\_\_

**▶ Questionnaire**

This questionnaire will help us process your claim.

Do you have witnesses who can corroborate your version of the facts? .....  YES  NO

If so, please provide their names and telephone numbers:

Name: _____	Telephone: _____
Name: _____	Telephone: _____
Name: _____	Telephone: _____
Name: _____	Telephone: _____

(Use additional pages if space is insufficient.)

At what date did you become aware that the real estate broker or agent had committed fraud, a dishonest transaction or misappropriation of funds or other assets towards you?: \_\_\_\_\_

Have legal proceedings been initiated between you and the real estate broker or agent concerned? .....  YES  NO

If so, please provide the court file number: \_\_\_\_\_

If so, please provide the name of your lawyer: \_\_\_\_\_

Have you filed a request for assistance with the ACAIQ regarding the real estate broker or agent concerned? .....  YES  NO

If so, on what date? \_\_\_\_\_

If applicable, do you authorize the ACAIQ, including the Office of the Syndic, to share these documents with the Fonds d'indemnisation? .....  YES  NO

File no. \_\_\_\_\_

Have you filed a damage claim with your insurer? .....  YES  NO

Have you already been (or do you expect to be) reimbursed for a given amount? .....  YES  NO

If so, by whom: \_\_\_\_\_

Amount received: \_\_\_\_\_

Have you signed a discharge or other document in favour of the real estate broker or agent concerned? .....  YES  NO  
(If so, please provide this document.)



▶ Where did you hear about the Fonds d'indemnisation du courtage immobilier?

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- Website
- Newspapers
- Radio
- Television
- ACAIQ
- Other – Please specify: \_\_\_\_\_

▶ Checklist of documents to include

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Your claim must be accompanied by all documents (contracts, correspondence, expert reports, agreements, receipts, witness statements, photographs, etc.) mentioned in your account or substantiating your claim.

It is preferable to send copies of the documents and to keep the originals.

If documents exist but are not in your possession, you must explain why in your account.

Please note that a complete file will speed up processing. The following checklist will help you ensure that all documents required are sent in with your claim:

- If you have signed a brokerage contract with a broker, include it along with any related document (detailed description sheet, SIA/MLS computer-generated sheet, annexes, amendments, declarations by the seller);
- If there were promises to purchase and counter-proposals, include them as well as any annexes thereto;
- If a sale took place, include the act of sale;
- If you have one or more pre-purchase inspection reports, include them;
- If you have any expert or evaluation reports, include them;
- Include any correspondence exchanged with the broker or agent, or between the lawyers, including formal demands and replies thereto, if applicable;
- Include documents in support of the amounts claimed: invoices, quotes, estimates, bank statements, transaction slips, copies of cheques (front and back), receipts, expert reports and any other relevant document;
- In case of misappropriation of funds or other assets, include copies of cheques or bank statements evidencing the disbursements, or any other proof;
- In case of a house that was used for growing cannabis, include the police report or any other proof substantiating this fact;
- If civil proceedings have been undertaken, include the application instituting proceedings and the defence;
- If no contract was signed with the broker or agent, include any document evidencing that a real estate brokerage transaction was involved (business cards, advertising, photographs of advertising signs, etc.);
- If you filed a request for assistance with the ACAIQ, include the request and any correspondence received from the ACAIQ.

KEEP A COPY OF THIS DOCUMENT FOR YOUR RECORDS. THE ORIGINAL, DULY COMPLETED, MUST BE RETURNED WITH THE REQUIRED DOCUMENTS AT THE FOLLOWING ADDRESS:

**Secretary of Fonds d'indemnisation  
du courtage immobilier**  
6300 Auteuil Ave., suite 300  
Brossard (Québec)  
J4Z 3P2

INFORMATION:  
TEL.: 450 676-4800 or 1 800 440-5110  
FAX: 450 676-7801