



REAL ESTATE - FORM 2 BROKERAGE'S  
REPRESENTATIONS-CLOSING FISCAL REVIEW  
to the Real Estate Council of Alberta

IF YOU HAVE received money on the account of others during the reporting period, this completed form must be RECEIVED by the Real Estate Council of Alberta,  
with a completed Accountant's Report,  
WITHIN THIRTY (30) DAYS OF THE BROKERAGE'S LICENCE TERMINATION.  
DO NOT LEAVE QUESTIONS UNANSWERED. IF FORMS ARE NOT COMPLETED IN FULL, APPLICABLE PAGES WILL BE RETURNED TO THE BROKERAGE.  
*Both reports shall cover the fiscal year end or, where the brokerage did not carry on business for the entire fiscal year, that part of the fiscal year for which the brokerage carried on business.*

I, \_\_\_\_\_ being the broker for the brokerage described below, hereby certify, to the best of my knowledge, information and believe that:

General Information

1. The name of the brokerage is:
  
  
  
  
  
  
  
  
  
  
2. The full Alberta business address of the brokerage is:
  
  
  
  
  
  
  
  
  
  
3. Are the financial books and records accessible at the brokerage address?  
  
Yes      No
  
  
  
  
  
  
  
  
  
  
4. Is the brokerage trust account information up to date?  
  
Yes      No



13. The total of all balances of funds held in trust accounts as they appear in the books and records is supported by a detailed reconciliation of the trust account bank accounts made monthly

Yes No

14. All trust money received in relation to the Residential Tenancies Act were deposited within two (2) banking days after the date of the receipt and all other trust funds were deposited within three (3) banking days after the date of receipt or acceptance of the offer to purchase or within any further period agreed to in writing by the parties to the trade.

Yes No

15. I am a signatory on all trust accounts.

Yes No

16. The total of all balances of funds held in trust accounts as they appear in the books and records is supported by:

a) a detailed listing made monthly that shows the amount of trust money held for each transaction and that is reconciled to the trust records

Yes No

b) a detailed reconciliation of the trust accounts, made monthly

Yes No

c) a record of the reasons for any differences between the total balances in the trust records of the brokerage and the total of all balances of funds in accounts, and that those reconciliations and detailed listings are retained as records supporting the monthly trust comparisons

Yes No N/A

17. Were there trust shortages during the period

Yes No

a) If YES, were they rectified immediately when they were discovered

Yes No

b) If they were not rectified immediately, were they reported to the Registrar at RECA

Yes      No

18. The following questions are related to the brokerage records, including bank statements, reconciliations, ledgers, invoices, and service and management agreements

a) Does the brokerage maintain electronic copies of financial and/or business records?

Yes      No

b) If so, are these records only accessible by authorized staff or personnel?

Yes      No      N/A

c) Does the brokerage use cloud-based storage system(s) to conduct its business?

Yes      No

d) If so, which cloud provider(s) or services are used?

e) What accounting software does the brokerage use?

I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath

Broker Signature

Date