

CONDOMINIUM MANAGEMENT SERVICES - FORM 2  
BROKERAGE'S REPRESENTATIONS  
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 THREE MONTHS OF THE BROKERAGE'S FISCAL YEAR END.

**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 belief, 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

**Accounting Information**

5. My books of account properly reflect all the trust money transactions for condominium management services clients up to the close of business at the fiscal year ending:  
Yes      No
  
6. The total of all trust liabilities to my condominium management clients as at the period ending \_\_\_\_\_ amount to \$ \_\_\_\_\_

7. I have kept and maintained on a current basis trust records, recording separately for each condominium corporation, showing particulars of all receipts and disbursements of trust money in respect of condominium corporation and indicating the source from which the money was received, the person(s) to whom it was disbursed and any unexpended balance

Yes    No

8. I have received/held trust funds from commercial condominium management services

Yes    No

9. I have received/held trust funds from residential condominium management services

Yes    No

10. All trust money received in relation to the Condominium Property Act were deposited within three (3) banking days after the date of receipt,

Yes    No

11. I am a signatory on all trust accounts.

Yes    No

12. Does at least one board member have signing authority on their condominium corporation bank account?

Yes    No    N/A

13. 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 reconciliation of the trust accounts, made monthly

Yes    No

b) 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

Yes    No

14. 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

15. The following questions are related to the brokerage records, including bank statements, reconciliations, ledgers, invoices, 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