

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 real estate and property management activities (as applicable) up to the close of business at the fiscal year ending:

Yes                      No

6. The total of all trust liabilities for Real Estate and Property Management clients (as applicable) as at the fiscal year ending \_\_\_\_\_ amount to \$ \_\_\_\_\_

7. I have kept and maintained on a current basis trust records, recording separately for each transaction/property, the trust money held in connection with trades in real estate as defined in the Real Estate Act showing particulars of all receipts and disbursements of trust money in respect of each trade 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 residential real estate sales.

Yes      No

9. I have received/held trust funds from commercial real estate sales/leasing.

Yes      No

10. I have received/held trust funds from residential property management transactions.

Yes      No

11. I have received/held trust funds from commercial property management transactions.

Yes      No

12. I have received/held trust funds from guaranteed sales.

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