

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 ONE MONTH OF THE CONDOMINIUMS BROKERAGES LICENSE 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 period between the ending date of the last accounting report and the date of termination of the brokerages' condominium licence.*

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 located at the brokerage address?
 Yes No

4. The following trust accounts, including term deposits, were maintained by me during the

| Financial Institution | Transit # | Account Number | Type of Trust Funds Held | Date Opened | Date Closed |
|-----------------------|-----------|----------------|--------------------------|-------------|-------------|
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***For Brokerage's that have more than 5 trust accounts, please attach required trust account information to this report.

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 period ending: _____
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 condominium management services
Yes No
9. 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
10. I am a signatory on all trust accounts.
Yes No
11. Does at least one board member have signing authority on their condominium corporation bank account?
Yes No N/A
12. 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 condominium corporation 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

13. 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

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