

**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 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

#### Accounting Information

5. My books of account properly reflect all the trust money transactions for Mortgage Broker activity up to the close of business at the fiscal year ending:  
Yes      No
  
6. The total of all trust Mortgage Broker clients as at the fiscal year ending (fiscal year end) \_\_\_\_\_ amount to \$ \_\_\_\_\_
  
7. I have kept and maintained on a current basis trust record, recording separately for each mortgage, the trust money held in connection with dealing in mortgages as defined in the Real Estate Act showing particulars of all receipts and disbursements of \_\_\_\_\_

trust money in respect of each transaction 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 investors.

a) Yes      No

b) If YES, I have received/held trust from investors in relation to syndicated mortgages.

Yes      No

c) If YES, I have received/held trust from investors in relation to non-syndicated mortgages.

Yes      No

9. I have received/held trust funds for the administration of mortgages.

a) Yes      No

b) If YES, I have received/held trust for the administration of mortgages in relation to syndicated mortgages.

Yes      No

c) If YES, I have received/held for the administration of mortgages in relation to non-syndicated mortgages.

Yes      No

10. I have received/held trust funds from borrowers.

Yes      No

11. All trust money received was deposited within three (3) banking days after the date of receipt or within any further period agreed to in writing by the parties to the dealing.

Yes      No

12. I am a signatory on all trust accounts.

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) 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

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 YES, are these records only accessible by authorized staff or personnel?  
Yes    No
- c) Does the brokerage use cloud-based storage system(s) to conduct its business?  
Yes    No
- d) If YES, 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