



**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 located at the brokerage address?
  
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

\*\*\*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 real estate and property management activity up to the close of business at the fiscal year ending: \_\_\_\_\_
6. The total of all trust Real Estate and Property Management clients 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.	<input type="radio"/> Yes <input type="radio"/> No
8.	I have received/held trust funds from real estate sales/leasing	<input type="radio"/> Yes <input type="radio"/> No
9.	I have received/held trust funds for the administration of property (condo fees)	<input type="radio"/> Yes <input type="radio"/> No
10.	I have received/held trust funds from property management transactions	<input type="radio"/> Yes <input type="radio"/> No
11.	I have received/held trust funds from guaranteed sales	<input type="radio"/> Yes <input type="radio"/> No
12.	All trust money received in relation to the Residential Tenancies Act or Condominium Property 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.	<input type="radio"/> Yes <input type="radio"/> No
13.	I am a signatory on all trust accounts	<input type="radio"/> Yes <input type="radio"/> No
14.	The total of all balances of funds held in trust accounts as they appear in the books and records is supported by:	
	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No
	<ul style="list-style-type: none"> <li>• a detailed reconciliation of the trust accounts, made monthly</li> </ul>	<input type="radio"/> Yes <input type="radio"/> No
	<ul style="list-style-type: none"> <li>• a record of the reasons for any differences between the total balances in the</li> </ul>	<input type="radio"/> Yes

	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	<input type="radio"/> No
15.	Were there trust shortages during the period	<input type="radio"/> Yes <input type="radio"/> No
	If <b>YES</b> , were they rectified immediately when they were discovered	<input type="radio"/> Yes <input type="radio"/> No
	If they were not rectified immediately, were they reported to the Registrar at RECA	<input type="radio"/> Yes <input type="radio"/> No
16.	The following questions are related to the brokerage records, including bank statements, reconciliations, ledgers, invoices, and management agreements	
	Does the brokerage maintain electronic copies of financial and/or business records?	<input type="radio"/> Yes <input type="radio"/> No
	If so, are these records only accessible by authorized staff or personnel?	<input type="radio"/> Yes <input type="radio"/> No
	Are these records stored and maintained in Canada?	<input type="radio"/> Yes <input type="radio"/> No
	Are the brokerage records backed up?	<input type="radio"/> Yes <input type="radio"/> No
	If so, are the backed-up records stored in Canada?	<input type="radio"/> Yes <input type="radio"/> No
	Does the brokerage use cloud-based storage system(s) to conduct its business?	<input type="radio"/> Yes <input type="radio"/> No
	If so, which cloud provider(s) or services are used?	

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