

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 BROKERAGE'S REAL ESTATE LICENCE TERMINATION.

DO NOT LEAVE ANY 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 to the date of termination of the brokerage's real estate licence..

I (print broker's name) _____, 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. *If different from the above*, the brokerage's **books and records** are located at :

4. The following **trust accounts, including term deposits**, were maintained by me during the period being reported on (*attach a second sheet if required*):

Name of Depository	Account Number	Date Opened / Closed (if during the fiscal year)

Accounting Information

5. My books of account properly reflect all the trust money transactions for clients up to the close of business at the period ending _____, _____.

6. The total of all trust liabilities to clients as at the period ending _____, _____ amounts to \$_____.
7. I have kept and maintained on a current basis trust records, recording separately for each transaction, 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 to whom it was disbursed and any unexpended balance. *(I understand that trust money transactions are those contemplated under Section 20 and Section 25 of the Real Estate Act and Part 3 (Accounting Records) of the Rules and Regulations and include, among other transactions, guaranteed sales, property management transactions and security deposits.)*
8. All cheques and bank statements for trust accounts are so designated.
9. All trust money received was deposited within two (2) banking days after the date of receipt or within any further period agreed to in writing by the parties to the trade.
10. All cheques drawn on trust accounts require the signatures of *(state all individuals' names)*:

11. 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,
 - (b) a detailed reconciliation of the trust bank accounts, made monthly, and
 - (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 held in the trust accounts, and that those reconciliations and detailed listings are retained as records supporting the monthly trust comparisons.
12. There (WERE) (WERE NO) trust shortages during the period *(Indicate whichever is applicable)*.
- (a) If there were trust shortages, they (WERE) (WERE NOT) rectified immediately when they were discovered.
 - (b) If trust shortages were not rectified immediately, they (WERE) (WERE NOT) reported to the Executive Director.

Completed this _____ day of _____, _____

(Print or Type Name of Broker)

(Signature of Broker)