nova scotia real estate
COMMISSION

FORM 1
Real Estate Brokerage's Representations to the Nova Scotia Real Estate Commission

If you **HELD** funds on the account of others for closed or terminated trades during the period under review, this completed form must be returned to the Commission Auditor **per the Auditor's direction**.

DO NOT LEAVE ANY QUESTIONS UNANSWERED

I *(print broker's name)*_____, broker for the brokerage described below, hereby certify, to the best of my knowledge, information and belief, that:

General Information

1. The **licensed name of the brokerage** with the Nova Scotia Real Estate Commission is:

   _____

2. The brokerage's **records** are located at:

   _____

3. Audit Period under review is:_____to _____

4. The type of agency practiced is:_____

5. The following **trust accounts** were maintained during the period under review *(attach a second sheet if required)*:

Financial Institution	Account Number	Signing Officer (s) on the account

7. The brokerage's trust records correctly reflect all the transactions up to the end of the period under review and is supported by:

   a. Trust control ledger ❍YES ❍NO
   b. Monthly trust account bank reconciliations ❍YES ❍NO
   c. Monthly trust liability listings ❍YES ❍NO
   d. Individual trust records ❍YES ❍NO

8. All trust account records, including cheques and bank statements reflect the licensed brokerage name ❍YES ❍NO

9. Were there any trust shortages during the audit period? ❍YES ❍NO

   (a) If yes, were they rectified? Please explain and provide details:

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10. Please complete the following for your audit period (attached a second sheet if required):

Financial Institution:_____Account #: _____

Month	**Reconciled Trust Account Balance**
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____

Completed this _____day of _____, 20 ___

_____

(Print or Type Name of Broker or Managing Associate Broker)

_____

(Signature of Broker or Managing Associate Broker)