



AUDIT CHECKLIST

Requested Items For Office Audit

- Place of Business Signage
- Real Estate Licenses
- R.E.C.A.D. Office Policy (*Acknowledgement of policy signed by all licensees.)
- Location of closed contracts for past three (3) years
- All pending sales files
- Location of all lease contracts, management agreements and rental records
- Copies of past six (6) months bank statements with canceled checks for all escrow accounts
- Copies of latest bank reconciliation performed on all escrow accounts, if available
- Checkbook and or computer check register for all escrow accounts
- Duplicate deposit tickets with validated bank receipt for all escrow accounts
- Any lists or ledgers documenting the funds held for escrow purposes

Note: "Escrow Funds" include sales binders, security deposits, rent receipts, and or any other funds held for members of the public.