

## **FREC Audit Checklist**

### **OFFICE INSPECTION**

- ☐ Exterior office signage.
- ☐ Copies of all active licenses: broker, brokerage, and branch locations.
- ☐ Agency relationship notices.

### **ESCROW/TRUST ACCOUNTS REVIEW**

- ☐ Monthly bank account reconciliations (at least 6 months).
- ☐ Bank statements and returned checks (minimum of 6 months).
- ☐ Check register, deposit ledger, and bank deposit slips.
- ☐ Ledger book and/or computer report of complete office property management records and liability listings.

### **FILES**

- ☐ Active sales contract files.
- ☐ Active listing agreement files.
- ☐ Cancelled files/contracts where escrow funds are still held.
- ☐ Disputed earnest money deposits.
- ☐ Property management files: contracts, agreements, and lease documents.