

Oklahoma Real Estate Commission Office Inspection Form

Office/Trade Name _____

Broker Name _____

Address _____

Telephone Number _____

- | | | | |
|-----|--|---|---|
| 1. | Is office properly licensed?----- | Y | N |
| 2. | Does office meet place of business requirements?----- | Y | N |
| 3. | Are trade names/trust accounts registered with OREC?----- | Y | N |
| 4. | Are unlicensed secretaries/personal assistants employed?----- | Y | N |
| 5. | If so, have written instructions been provided?----- | Y | N |
| 6. | Is advertising in accordance with 605:10-9-4?----- | Y | N |
| 7. | Number of associates _____ Are licenses displayed?----- | Y | N |
| 8. | Are associates' required continuing education programs monitored?----- | Y | N |
| 9. | Is in-house training conducted?----- | Y | N |
| 10. | Do lease and contract forms contain: | | |
| | a. Closing Date----- | Y | N |
| | b. Property Description----- | Y | N |
| | c. Current Date----- | Y | N |
| | d. Relationship Disclosure----- | Y | N |
| | e. Consideration----- | Y | N |
| 11. | Are trust account checks and deposit slips identified?----- | Y | N |
| 12. | Is trust account reconciled monthly?----- | Y | N |
| 13. | Does broker's name appear on trust account records?----- | Y | N |
| 14. | Are any trust accounts used for property management?----- | Y | N |

TRUST ACCOUNT RECONCILIATION

Trust account # _____ Statement date _____

STATEMENT BALANCE		\$	
DEPOSITS NOT CREDITED TO STATEMENT	(+)	\$	
OUTSTANDING CHECKS	(-)	\$	
RECONCILED BANK BALANCE	(=)	\$	
LEDGER BALANCE		\$	
IRREGULARITY	(+/-)	\$	

REMARKS: _____

DATE _____ INVESTIGATOR _____ TIME _____

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