



**ANNUAL FINANCIAL REPORT  
TO THE COMMISSION**

(January 1 to December 31, 2011)

**Report to be completed and submitted to the Saskatchewan Real  
Estate Commission prior to March 15, 2012  
(Bylaw 606).**

Name of Brokerage as recorded on Certificate of Registration	
Address for Service – Street Address	
City	Postal Code
(Box #)	Postal Code
Office Phone #	Fax #
E-mail Address	
Name of Registered Broker	

1. Please list all branch offices (attach a separate list if space is insufficient):

Branch Office: \_\_\_\_\_  
(Street Address)

\_\_\_\_\_ (City) \_\_\_\_\_ (Postal Code)

\_\_\_\_\_ (Name of Registered Branch Manager) \_\_\_\_\_ (Telephone #)

2. Please list all branch offices (attach a separate list if space is insufficient):

Branch Office: \_\_\_\_\_  
(Street Address)

\_\_\_\_\_ (City) \_\_\_\_\_ (Postal Code)

\_\_\_\_\_ (Name of Registered Branch Manager) \_\_\_\_\_ (Telephone #)

2. **LEGAL ACTION:**

**During 2011:**

- (a) has any civil action been commenced against the brokerage or any registrant of the brokerage with respect to a trade in real estate, fraud, misrepresentation, undue influence or breach of trust?

Yes \_\_\_\_ No \_\_\_\_ If yes, attach a copy of the Statement of Claim.

- (b) If you answered yes to (a), was this civil action reported to the Commission within the 5 day timeframe required by Bylaw 723?

Yes \_\_\_\_ No \_\_\_\_ If no, please explain why not.

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- (c) has any settlement been entered into by the brokerage or any registrant of the brokerage or has a judgment been issued against the brokerage or a registrant of the brokerage as a result of any civil proceedings? Yes \_\_\_\_ No \_\_\_\_ If yes, attach a copy of the judgment or settlement agreement.

3. **TRUST ACCOUNTS** (as per Section 71 of *The Real Estate Act*):

- a) List all **real estate interest bearing trust accounts** including special interest bearing trust accounts (savings or term deposits) held for a client during the reporting year. (Attach a separate list if space is insufficient.)

Account #	Name & Branch of Bank, Credit Union or Trust Company	If the account was opened or closed in 2011, please provide the date.

- b) List all **property management interest bearing trust accounts** held for a client during the reporting year. (Attach a separate list if space is insufficient.)

Account #	Name & Branch of Bank, Credit Union or Trust Company	If the account was opened or closed in 2011, please provide the date.

- c) List all **property management operating accounts** held on the landlord's behalf during the reporting year. (Attach a separate list if space is insufficient.) The operating accounts are the accounts authorized by the landlord to transfer trust funds into when the conditions of trust have been met as required by Bylaw 617(e).

Account #	Name & Branch of Bank, Credit Union or Trust Company	If the account was opened or closed in 2011, please provide the date.

4. **TRUST LIABILITY LISTING:**

- a) **Real Estate Trust Account(s)** - List the **trust liabilities as of December 31, 2011** for each **real estate** interest bearing trust account mentioned in Section #3(a). A separate trust liability listing is required for each trust account. (Attach a separate list if space is insufficient.)

Account #: \_\_\_\_\_

Date offer was accepted by seller	Transaction Seller/Buyer	Date of Deposit	Proposed Date of Completion	Amount
<b>TOTAL:</b>				

- b) **Property Management Trust Account(s)** - List the **trust liabilities as of December 31, 2011** for each **property management** interest bearing trust account mentioned in Section #3(b). A separate trust liability listing is required for each trust account. (Attach a separate list if space is insufficient.)

Account #: \_\_\_\_\_

Date of Receipt	Name of Client	Property	Date of Deposit	Amount
<b>TOTAL:</b>				

5. **RECONCILIATION:** Complete a separate reconciliation as of December 31, 2011 for each real estate and property management interest bearing trust account recorded in Section #3(a) and 3(b). **(NOTE: This section does not have to be completed for property management operating accounts.)**

Account # \_\_\_\_\_

- |    |   |               |
|----|---|---------------|
| 1. | Balance of liabilities as reported in Section #4                                  | (1) \$ _____  |
| 2. | a. Bank statement balance as of December 31, 2011                                 | \$ _____      |
|    | b. Add: Total deposits not recorded on the bank statement as of December 31, 2011 | _____         |
|    | c. Deduct: Total of cheques written and not cleared through the account 2011      | _____         |
|    | d. Reconciled bank balance as of December 31, 2011                                | (2.d)\$ _____ |

If total (2.d) does not equal total (1), please explain the difference:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. **2011 YEARLY ACTIVITY:** Complete the following information for **each** real estate and property management interest bearing trust account and property management operating account recorded in Section #3.

Account #: \_\_\_\_\_

- Check Type of Account:  Real Estate Interest Bearing Trust Account  
 Property Management Interest Bearing Trust Account  
 Property Management Operating Account

January 1, 2011 Bank Statement Balance \_\_\_\_\_

Total Amount of funds deposited Jan. 1 - Dec. 31, 2011  
as per bank statement \_\_\_\_\_

Total Amount of funds disbursed Jan. 1 - Dec. 31, 2011  
as per bank statement \_\_\_\_\_

December 31, 2011 Bank Statement Balance \_\_\_\_\_

7. **GENERAL INFORMATION:** For January 1 to December 31, 2011, please state:

- (a) the number of real estate transactions for which the brokerage received and deposited funds into the trust account(s) reported in Section 3(a): \_\_\_\_\_
- (b) the number of property management contracts in effect as of December 31<sup>st</sup> of the reporting year: \_\_\_\_\_
- (d) the number of **residential** units managed by the brokerage at December 31<sup>st</sup>:  
\_\_\_\_\_ (Units are defined as a specific rental area within the property.)
- (e) the number of **commercial** units managed by the brokerage at December 31<sup>st</sup>:  
\_\_\_\_\_ (Units are defined as a specific rental area within the property.)

8. **BANK STATEMENTS:**

I have included the December 31, 2011 bank statements for each of the following accounts reported in Section #3:

- (a)  Real Estate Interest Bearing Trust Account(s)
- (b)  Property Management Interest Bearing Trust Account(s)
- (c)  Property Management Operating Account(s)

9. **BROKER'S CERTIFICATION:**

I, \_\_\_\_\_ for \_\_\_\_\_  
(Registered Broker) (Please Print) (Brokerage's Name - Company)  
of \_\_\_\_\_ in the Province of Saskatchewan  
(location)

certify that to the best of my knowledge and belief, the foregoing information is complete, true and correct.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

IN THE CITY OF \_\_\_\_\_.

SIGNATURE OF REGISTERED BROKER \_\_\_\_\_