



OFFICE INSPECTION

- Office entrance sign.
- Copies of all licenses: broker, brokerage, branch offices.
- Agency Disclosures.

ESCROW/TRUST ACCOUNTS REVIEW

- Monthly reconciliation statements (minimum 6 months).
- Bank statements and canceled checks (minimum 6 months).
- Checkbook, deposit book, and bank deposit receipts.
- Ledger book and/or computer printout of sales and/or property management records, liability lists.

FILES

- Pending sales contracts (files).
- Pending listing contracts (files).
- Voided contracts/offers with escrow funds presently being held
- Earnest money deposit disputes
- Property management (files) contracts, agreements and leases