

AUDIT ORGANIZATION TIPS

ORGANIZING YOUR AUDIT RESPONSES WILL HELP EXPEDITE THE PROCESS. WE MAY REQUIRE YOU TO RESEND YOUR FILES IF THEY ARE DISORGANIZED, WHICH COULD DELAY THE PROCESS. CONSIDER USING THE INFORMATION BELOW TO AVOID UNORGANIZED FILES AND CONTACT YOUR AUDITOR IF YOU HAVE ANY QUESTIONS.

1. Your submissions need to be sent electronically via email (zip folders), GOOGLE DRIVES, DROP BOX, etc.
2. **Do not send files through CTM.**
3. Always include your audit number in your email subject lines.
4. For your audit submissions, please create a **Main Folder** with **Subfolders** that contain their own **Nested Folders** (and their own **Nested Folders**) utilizing the following format: *(Skip any steps that do not apply)*

❖ **X202X-XXXX (Main Folder Name) (This is your Audit Number)**

Place the completed (1) Affirmation & Questionnaire and (2) Audit Representation Letter in this main folder.

❖ **SALES FILES (Subfolder Name)**

Refer to the Transaction File Checklist for guidance on Sales Files and Record Retention.

- **Property Address 1 (Nested Folder Name)**
- **Property Address 2 (Nested Folder Name)**
- **Property Address 3 (Nested Folder Name)**

❖ **BROKER-OWNED 6.17 DISCLOSURES (Subfolder Name)**

Place your license status and conflict of interest disclosures (Rule 6.17) in this subfolder.

❖ **PROPERTY MANAGEMENT FILES (Subfolder Name)**

Refer to the Transaction File Checklist for guidance on Property Management Files and Record Retention. Place your sample (1) Lease and Addendums and (2) Property Management Agreement and Addendums in this subfolder.

- **Property Address 1 (Nested Folder Name)**
 - **Owners File (Nested Folder Name)**
 - **Tenant File (Nested Folder Name)**
- **Property Address 2 (Nested Folder Name)**
 - **Owners File (Nested Folder Name)**
 - **Tenant File (Nested Folder Name)**
- **Property Address 3 (Nested Folder Name)**
 - **Owners File (Nested Folder Name)**
 - **Tenant File (Nested Folder Name)**

❖ **TRUST ACCOUNT DOCUMENTS (Subfolder Name)**

Place the completed (1) Notice of Escrow, (2) Signature Cards, and (3) Written Accounting Policy (Rule 5.1) in this subfolder.

❖ **RECONCILIATIONS (Subfolder Name)**

Place your reconciliations in this subfolder. Please ensure that each trust account reconciliation is sent as a separate pdf in the following order: (1) Reconciliation Worksheet (2) the Reconciled Bank Statement & Report (3) the Journal (4) and the Ledger. For example, if you have three (3) trust accounts, you will utilize the worksheet three separate times and provide three separate

pdfs.

❖ **OFFICE POLICY MANUAL (Subfolder Name)**

Place your (1) written Office Policy Manual (2) written Brokerage Relationship Policy and your (3) associate broker's signed acknowledgment(s) of the Office Policy Manual.

❖ **MISC FOLDER (Subfolder Name)**

Place anything else that you need or want to include that was not addressed above.

Rev 12/23