



ARIZONA DEPARTMENT OF REAL ESTATE  
BROKER AUDIT DECLARATION  
(Revised 03/18/2021)

**Designated Broker License:**

Name:	
License Number:	
Type: (i.e., Real Estate, Cemetery, Membership Campground)	

**Business License:**

Name:	
License Number:	
Type: (Corporation, LLC, Partnership, Self-Employed)	
Phone:	
Address Line 1:	
Address Line 2:	
City:	
State:	
Zip Code:	

**Miscellaneous Information:**

Is this a Home Office:

Yes ☐ No ☐

Number of salespersons and associate brokers licensed to the brokerage. *(Do not include the Designated Broker.)*

Number of associate brokers with delegated broker duties:

Number of unlicensed full-time employees employed by the brokerage:

Number of unlicensed part-time employees employed by the brokerage:

Number of real estate teams associated with the brokerage:

Average number of Sales transactions handled per year:

Average number of Residential Lease transactions handled per year:


Average number of Commercial Lease transactions handled per year:

The broker maintains one or more general (escrow) trust accounts:

Yes ☐ No ☐

*Do not include property management trust accounts.*

The broker maintains one or more property management trust accounts:

Yes ☐ No ☐

The broker utilizes one or more off-site storage locations:

Yes ☐ No ☐

The broker utilizes one or more transaction management systems:

Yes ☐ No ☐

The broker utilizes one or more property management accounting systems:

Yes ☐ No ☐

The broker utilizes one or more electronic storage systems owned by the broker.

Yes ☐ No ☐

The broker utilizes one or more electronic storage systems not owned by the broker.

Yes ☐ No ☐

**The brokerage conducts (check all that apply):**

- ☐ Residential Real Estate
- ☐ Commercial Sales and Leasing
- ☐ Referral Brokerage
- ☐ Business Brokerage
- ☐ Farm and Ranch
- ☐ Residential Property Management
- ☐ Commercial Property Management
- ☐ New Home Subdivision
- ☐ Other Subdivisions / Unsubdivided Land
- ☐ Timeshare

☐ Other If "Other" was selected, list the other types of business conducted:

**General/Sales/Earnest Trust Accounts:** ☐ Does Not Apply to Brokerage

Trust Account Title	Financial Institution Name	Financial Institution Address (Street Address, City, State, Zip)	Account Number

**Broker Supervision and Control:**

Yes   No   N/A

☐ ☐ ☐ Broker has a Written Supervision Policy and Procedure Manual. A.A.C. R4-28-1103

### **Property Management Properties:**

#### **Residential:**

Number of licensees performing residential property management activities for brokerage

Number of Single Family Residences

Number Multi-Family Units

Number of Doors:

Number of Other:


#### **Commercial:**

Number of licensees performing commercial property management activities for brokerage.

Number of Shopping Centers

Number of Commercial/ Industrial Buildings

Number of Other:


### **Property Management Trust Account:**

**Yes**   **No**   **N/A**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A descriptive receipt is maintained showing the disposition of all funds handled on behalf of a principal, identifying or showing the transaction, date, amount and parties. <i>A.R.S. § 32-2151(B)(1)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trust account records include a properly descriptive Receipts and Disbursements Journal and Client Ledger for each transaction. <i>A.R.S. § 32-2151(B)(2)</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trust account Journals and Client Ledgers are in balance with each other and are reconciled monthly with bank statements. <i>A.R.S. § 32-2151(B)(2)</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The broker removes interest earnings in trust accounts at least every 12 months. <i>A.R.S. § 32-2151(B)(2)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The broker immediately removes any amount in excess of \$3000 of the broker's money in a trust account. <i>A.R.S. § 32-2151(B)(2)</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Authorized signers on trust accounts are limited to licensees and unlicensed persons in the direct employ of the broker. <i>A.R.S. § 32-2174(C)</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Broker deposits owner's monies into the property management trust account or directly into the owner's account within 3 banking days. <i>A.R.S. §§ 32-2151(C), 32-2153(A)(9) and 32-2174(B) and (D)</i>    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All trust accounts are descriptively designated as trust accounts. <i>A.R.S. § 32-2174(A)</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A final accounting of a terminated property management agreement is provided to the owner. <i>A.R.S. § 32-2173(C)</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The broker reviews the trust account reconciliations on a monthly basis and verifies the review by affixing his or her signature and date. <i>R4-28-1103(C)</i>  |

**Property Management Trust Accounts:**

*If the Broker has more than two (2) Property Management Trust Accounts, please submit a separate list of accounts to Auditing via the Department's Message Center.*

Trust Account Title	Financial Institution Name	Financial Institution Address (Street Address, City, State, Zip)	Account Number

**Off-Site Storage Locations:**

Name of Storage Facility	Address

**Transaction Management Systems:**

System	System Provider Address	Dates Used

**Property Management Accounting Systems:**

System	System Provider Address	Dates Used

**Electronic Storage Systems Broker Owned:**

System	System Provider Address	Dates Used

**Electronic Storage Systems Not Broker Owned:**

System	System Provider Address	Dates Used

**General Records Compliance:**

Yes   No   N/A

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Signage is property affixed at the main entrance to the brokerage office and is clearly visible to all entering the office. The sign identifies the licensed name of the brokerage or the DBA and the name of the Designated Broker as licensed with the department. <i>A.R.S. §§ 32-2126(B), 32-2127(B) and A.A.C. R4-28-502(E)</i>              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The employing broker (if applicable) and the designated broker license certificates are prominently displayed in a public location. <i>A.R.S. § 32-2128</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All salesperson's and associate broker's licenses are current. <i>A.R.S. §§ 32-2128, 32-2155(A) and A.A.C. R4-28-306(A)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If records are stored off-site, the Department has been notified in writing of their location in Arizona. <i>A.R.S. §§ 32-2151(B)(2), 32-2151.01(A), 32-2175(A) and 32-2194.06(B)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Transaction records are kept for 5 years after termination of transaction included but not limited to copies of earnest monies receipts, closing statements showing all receipts, disbursements and adjustments, sales contracts and, if applicable, copies of employment (listing) agreements. <i>A.R.S. §§ 32-2151.01(A) and 32-2153(A)(18)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All employee records are kept for 5 years after termination. <i>A.R.S. § 32-2151.01(A)</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Signage for all branch offices conforms only to the signage requirements of the main office. <i>A.R.S. §§ 32-2126(B), 32-2127(B) and A.A.C. R4-28-502(E)</i>  |

**Broker Review:**

Yes   No   N/A

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The designated broker reviews, dates and initials all employment agreements, sales contracts, leases (as applicable) and similar documents within 10 business days of execution. <i>A.R.S. § 32-2151.01(G)</i>         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The designated broker supervises all advertising. <i>A.A.C. R4-28-502(F)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If an electronic management system is used, the broker has maintained an action log confirming the broker's review of all applicable documents within 10 business days. <i>A.R.S. § 32-2151.01(G) and SPS 2010.01.</i> |

**Employment and Compensation:**

Yes   No   N/A

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The broker has paid compensation only to actively and properly licensed salespersons, associate brokers and brokerages. <i>A.R.S. § 32-2155(A) and (B)</i> |
|--------------------------|--------------------------|--------------------------|--|

**Employment and Compensation (Continued):**

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The broker has not paid compensation to an agent's corporation, LLC or general partnership, other than a properly licensed professional corporation (PC) or professional limited corporation (PLC). <i>A.R.S. § 32-2125(B) and 32-2155(A)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All salespersons and associate brokers are licensed and receive compensation only as natural licensees, PCs or PLCs. <i>A.R.S. §§ 32-2125(B) and 32-2155(A)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brokerage and licensees are not paid for negotiating loans, unless they meet all of the regulatory requirements. <i>A.R.S. §§ 32-2101(47)(k) and 32-2155(C)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All legal real estate related rebates, compensation sharing or profit participation are paid through the brokerage. <i>A.R.S. §§ 32-2153(A)(7) and 32-2155(A) and (B)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The agents of the brokerage work exclusively for this brokerage and do not represent another brokerage, either through substituting for a vacationing agent of another brokerage, the use of another broker's transaction coordinator or continuing the service of a transaction after leaving a former brokerage, or similar activity. <i>A.R.S. § 32-2153(A)(8)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unlicensed personal assistants and other unlicensed employees receive compensation based on their work, unrelated to the success of a transaction. <i>A.R.S. § 32-2121(A)(6) and (9)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If unlicensed telemarketers are used, they are in the employ of the brokerage. <i>A.R.S. §§ 32-2121(A)(10) and 32-2197.17(H)</i>

**Disclosures:**

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The broker or the broker's agents have disclosed their status as licensees in their ads and signage (owner agent). <i>A.R.S. § 32-2126(B) and A.A.C. R4-28-502(B)(E) and (K)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The broker or the broker's agents have not acted directly or indirectly without informing the other parties of any prospective interest or conflict in the transaction. <i>A.R.S. § 32-2153(A)(2) and A.A.C. R4-28-1101(E)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The broker or the broker's agents have obtained written permission from owners before profiting from the transfer or assignment of listings or property management agreements to another brokerage. <i>A.R.S. §§ 32-2173(A)(1)(j), 32-2151.02(B) and A.A.C. R4-28-1101(G)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The broker or broker's agents disclose in writing any information they possess that materially and adversely affects the consideration to be paid. <i>A.A.C. R4-28-1101(B)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The broker or broker's agents obtain informed consent of the parties before representing more than one party to a transaction or receiving compensation from more than one party. <i>A.R.S. 32-2153(A)(2) and A.A.C. R4-28-1101(F)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The broker or broker's agents obtain written permission prior to acting outside of their area of expertise. <i>A.A.C. R4-28-1101(H)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The broker or broker's agents fulfill their duties to clients, including (but not limited to) protecting and promoting client's interests; expeditiously performing all acts resulting from an agreement; not allowing a controversy with another licensee to jeopardize the transaction; and other duties. <i>A.A.C. R4-28-1101(A) through (K)</i>

**Sales/Lease Transaction Records:**

- | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The broker maintains legible copies of transaction documents required by law to be kept for 5 years after termination (close) of a transaction. <i>A.R.S. §§ 32-2151.01(A) and 32-2153(A)(18)</i>                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A copy of all documentation handled by the brokerage or its agents is available to the Department on request for 5 years after every terminated transaction. <i>A.R.S. §§ 32-2108(A), 32-2151.01(A) and 32-2175(H)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Nonresidential leases are kept for 5 years from termination. <i>A.R.S. § 32-2151.01(A) and (H)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rejected offers are kept for 1 year, or 5 years if a binding contract ultimately results. <i>A.R.S. § 32-2151.01</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Broker transaction files are kept chronologically or by other systematic means or other systematic manner that is easily accessible by the commissioner or commissioner's representatives. <i>A.R.S. § 32-2151.01(E)</i> |

**Earnest Deposits:**

- | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The broker and the designated broker's licensees immediately place all funds received in connection with a real estate transaction into a neutral escrow depository or acceptable broker trust fund account in Arizona. <i>A.R.S. §§ 32-2151.01(D) and 32-2151(A)</i> |

**General/Sales/Earnest Trust Account:**

- | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The broker maintains a descriptive receipt showing the disposition of all trust account funds handled on behalf of a principal, identifying or showing the transaction, date, amount and parties. <i>A.R.S. § 32-2151(B)(1)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trust account records include a properly descriptive Receipts and Disbursements Journal and Client Ledger for each transaction. <i>A.R.S. § 32-2151(B)(2)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trust account journals and client ledgers are in balance with each other and are reconciled monthly with bank statements. <i>A.R.S. § 32-2151(B)(2)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The broker removes interest earnings in a trust account at least every 12 months. <i>A.R.S. § 32-2151(B)(2)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The broker removes any amount in excess of \$3000 of the broker's money in a trust account immediately. <i>A.R.S. § 32-2151(B)(2)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Authorized signers on trust accounts are limited to licensees in the employ of the broker. <i>A.R.S. § 32-2151.01(B)</i>  |

**Delegation of Authority:**

If applicable, there is a current and properly detailed delegation letter in the broker's files for each appropriate person, acting on behalf of the Broker, to:

- | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Review, date and initial employment agreements, contracts and similar documents. <i>A.R.S. § 32-2151.01(G)</i>                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Act as the branch manager for a licensed branch office. <i>A.A.C. R4-28-304(B)</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Be a signer on a trust account. <i>A.R.S. §§ 32-2151.01(B) and 32-2174(C)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Act on behalf of the Designated Broker when the broker is unable to act within 24 hours. <i>A.R.S. 32-2127(D)</i>                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Be a signer on the general account or other account of the brokerage for payment of commissions. <i>A.A.C. R4-28-304(B)(1)(d)</i> |

**Broker Supervision Policy:**

The written Broker Supervision Policy addresses: *R4-28-1103*

- | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Transactions requiring a salesperson's or broker's license.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Use of disclosure forms, contracts, and employment agreements and documents affecting the rights or obligations of parties.                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Filing, storage and maintaining documentation.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Handling of trust funds.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Use of unlicensed assistants by a salesperson or broker.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The delegation of authority to others to act in the Broker's behalf.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | How the Broker familiarizes the agents with the requirements of state, federal and local laws relating to the practice of real estate.                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Advertising and marketing of the brokerage and its agents and others.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Establishing a system for monitoring compliance with the broker's policies, rules, procedures and systems contained in the Broker Supervision Policy. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If applicable, specific guidelines for the formation and management of teams.   |

**Property Management Agreements:**

Each property management agreement entered into by the brokerage:

- | <u>Yes</u>               | <u>No</u>                | <u>N/A</u>               |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is drafted in clear and unambiguous language. <i>A.R.S. § 32-2173(A)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specifies a beginning and ending date. <i>A.R.S. § 32-2173(A)(1)(c)</i>  |



<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is executed by the appropriate parties. A.R.S. § 32-2173(A)(1)(b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	States all material terms and conditions of the property management firm's services, obligations, duties and responsibilities to the property owner. A.R.S. § 32-2173(A)(1)(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contains mutually agreeable cancellation terms. A.R.S. § 32-2173(A)(1)(d)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provides for the manner of disposition of all owner's monies collected by the broker. A.R.S. § 32-2173(A)(1)(e)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provides for the disposition and allocation of interest earned on trust account monies. A.R.S. § 32-2173(A)(1)(h)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	States the terms and conditions of broker compensation. A.R.S. § 32-2173(A)(1)(a) and (i)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specifies the type and frequency of reports to the owner. A.R.S. § 32-2173(A)(1)(f) and (C)

**Property Management Agreements (continued):**

A.R.S. § 32-2173(A)(2) provides that the following MAY be included in the agreement. If in the property management agreement answer Yes or No, if not, answer N/A.

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	States the amount and purpose of monies held by the broker as an operating reserve for emergency and other purposes. A.R.S. § 32-2173(A)(1)(g)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not be assigned to another licensee or licensed entity without express written consent of the property owner. A.R.S. § 32-2173(A)(1)(j)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Includes an automatic renewal with at least 30 days advance written broker's notice to the client. A.R.S. § 32-2173(A)(2)(a)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provides for reasonable liquidated damages for early termination of the agreement. A.R.S. § 32-2173(A)(2)(b)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identifies the licensees and unlicensed persons in the broker's direct employ who are authorized signers on the property management trust account. A.R.S. § 32-2173(A)(2)(c)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Requires more than one signature on the property management trust account. A.R.S. § 32-2173(A)(2)(d)

**Property Management Records:**

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All financial records are kept for 3 years from their date. A.R.S. § 32-2175(C)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property management agreements are kept for 5 years from their termination. A.R.S. § 32-2151.01(A)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Residential leases are kept for the earlier of 1 year from termination of the lease, or until turned over to the owner or owner's broker at termination of the property management agreement. A.R.S. § 32-2175(A)

Yes   No   N/A

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Nonresidential leases are in individual folders filed chronologically or by other systematic manner. <i>A.R.S. 32-2175(F)</i>                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Property management agreements are filed using an orderly system easily accessible to the Department. <i>A.R.S. § 32-2175(F)</i>                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Records of finder fees paid are kept for 3 years from their date (applies only to brokers managing multi-family or apartment complexes. <i>A.R.S. § 32-2175(B)</i> |

**Additional Information:**

Comments:

**Audit Declaration Affirmation:**

- ☐ As the Designated Broker, I have personally completed or personally overseen the completion of this Audit Declaration and have personally reviewed and verified the responses in the Audit Declaration. I understand the importance of the broker's duty to exercise reasonable supervision and control in assuring broker compliance with the law and have made diligent efforts to comply in every respect.
- ☐ I hereby declare and affirm all responses are true, full, complete and accurate to the best of my knowledge. I further understand that any false, misleading or incomplete answers to this Audit Declaration may be construed as a violation of A.R.S. § 32-2153(A)(3), (A)(17), (A)(21), (A)(22) and/or (B)(8).

\_\_\_\_\_  
Broker's Signature

\_\_\_\_\_  
Date