



Arizona Department of Real Estate (ADRE)

Auditing Division

www.azre.gov

100 North 15th Avenue, Suite 201, Phoenix, Arizona 85007

KATIE HOBBS
GOVERNOR

SUSAN NICOLSON
COMMISSIONER

Form AUD-101/COM-500 for PROPERTY MANAGEMENT TRUST ACCOUNT RECONCILIATION

Designated Broker Name:		Order/File No.:
Date:	Prepared by:	For Month of:
Bank Name:		
Trust Bank Account Title:		Trust Bank Acct No:

Part I – Bank Statement

Check if this form is for combined accounts

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Bank Statement Balance on:	
Plus Deposits not yet credited to bank statement	
Less Outstanding Checks & Withdrawals.	
Reconciled Bank Balance as of:	

Part II – Check Register or Journal of Receipts and Disbursements

Your Check Register Balance at End of Month	
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Part III – Monies Held in Trust-Total of Owner/Tenant Ledgers or Security Deposits

Owner Ledger/Statement Balance (funds held for owners)	
Tenant Security Deposits Balance	
Other Deposits Held	
Prepaid Rents	
Other Funds in Account (describe)	
Total of all Trust Monies (Owner Ledgers/Reserve and Tenant Ledgers/Tenant Security Deposits)	

Part IV – Reconciliation Summary

(Parts I, II & III should be reconciled on the same date to the same amount)

Amount of difference (variance) in Totals of Parts I & II	
Amount of difference (variance) in Totals of Parts I & III	

Explain reason(s) for any variance between Part I & III:

Provide details of any corrective action taken or planned:

Reviewed by (Designated Broker) Print Name:	Designated Broker Signature	Date:
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