

PROPERTY MANAGEMENT TRUST ACCOUNT (PMTA) RECONCILIATION

Use this form to affirm your compliance with the Commissioner's Order as it relates to your Trust Account Reconciliation.

Once complete, this application and additional required documents should be submitted through our [Message Center](#) or [Licensee Login](#).

TRUST ACCOUNT RECONCILIATION		
Designated Broker Name:		
Order/File Number:		
Date:	Prepared by:	For Month of:
Bank Name:		
Trust Bank Account Title:		
Trust Bank Account Number:		

PART I - BANK STATEMENT	
Date of Bank Statement Balance:	
End of Month Bank Statement Balance:	
Plus Deposits not yet Credited to Bank Statement:	
Less Outstanding Checks and Withdrawals:	
Reconciled Bank Balance:	
Date of Bank Balance Reconciliation:	

PART II - CHECK REGISTER OR JOURNAL OF RECEIPTS AND DISBURSEMENTS	
Your Check Register Balance at End of Month:	

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:	
Amount Other Funds in Account:	
Explanation of Other Funds in Account:	
Owner's Reserves:	
Total of All Trust Monies (Owner's Funds & Reserve, Tenant Funds & 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 Actions Taken or Planned:

LICENSEE / RESPONDENT COMPLIANCE AFFIDAVIT ATTESTATION

I understand that it is my obligation to comply with the statutes, rules, and regulations set forth by Arizona Law and that such laws may be referenced at azleg.gov and azsos.gov.

I declare under penalty of perjury that the above statements are true. I agree to maintain the original signed form for 5 years.

Signature: _____ Date: _____

Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02

Notice to Applicant Pursuant to A.R.S. § 41-1093

An agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03. Arizona Revised statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

Notice to Applicant Pursuant to A.R.S. § 41-1093.08

Pursuant to Arizona Revised Statutes, Title 41, Chapter 6, Article 11, an applicant, licensee, registrant or certificate holder may petition the Office of Administrative Hearings to request a review of a denial, suspension or revocation of a license, registration or certificate for a prior criminal offense.