REAL ESTATE AGENCY
BEFORE THE REAL ESTATE COMMISSIONER

In the Matter of the Real Estate License of BOBBY JO CARILLO TORRES	STIPULATED FINAL ORDER

The Oregon Real Estate Agency (Agency) and Bobby Jo Carillo Torres (Torres) do hereby agree and stipulate the following:

FINDINGS OF FACT
AND
CONCLUSIONS OF LAW

1.

1.1 At all times mentioned herein, Torres was licensed as a property manager acting in the capacity of a sole practitioner and doing business under the registered business name of Poised Properties, LLC (Poised).

1.2 The Agency received a written complaint from Danae Meister (Meister) alleging that Poised had failed to pay $4,250 in outstanding screening fees from March 2025 through October 2025. Meister included the unpaid invoices.

1.3 Meister also claimed that a Poised employee, Alisha, stated that the funds were not available to pay the balance due.

1.4 In response, Torres wrote that the issue was due to an “internal process failure” and that the employee “incorrectly informed the screening company.”

1.5 Agency Investigator Dylan Ray (Ray) requested Torres submit three separate property management agreements for accounts associated with the outstanding screening fee invoices.

1.6 A review of the agreements showed that two of the three did not include language to identify which party would retain screening and/or application fees.

(1) Conclusion of Law: By failing to include who would retain screening fees in the property management agreements, Torres violated ORS 696.301(3) and its implementing rule OAR 863-025-0020(2)(f) 1/1/2024, 1/1/2025, and 1/1/2026 editions.

1.7 In an email, Torres stated that she had a total of 107 client trust accounts.

1.8 Agency records show that as of that date, Poised had 86 client trust accounts registered with the Agency.

(2) Conclusion of Law: By failing to register all client trust accounts with the Agency, Torres violated ORS 696.301(3) and it's implementing rule OAR 863-025-0025(3) 1/1/24, 1/1/2025 and 1/1/26 editions. Additionally, Torres violated ORS 696.245(2)(a)(b)(c)(d)(e) 2025 edition.

1.9 In an email, Torres wrote that Poised was auditing their accounts as the previous reconciliations had not been done correctly.

1.10 In an email, Torres wrote that they were reviewing all of the historical data due to "inconsistencies." Torres added, "we are prioritizing verification of prior reconciliations before advancing additional monthly reconciliations."

1.11 Ray requested Torres submit the latest reconciliation records and supporting documentation for single owner client trust accounts ending in #5179 (CTA #5179), #5195 (CTA #5195), #5153 (CTA #5153) and #7949 (CTA #7949).

1.12 Included in the records was a three-way reconciliation document for a client trust security deposit account ending in #2882 for the month of December 2024. A review of this document showed that parts I, II, and III all contained negative balances in the amount of -$63,014.49. Part IV, used to explain corrective actions taken, was left blank.

1.13 A review of the July 2025 three-way reconciliation document for CTA #5179 showed a negative balance in the amount of -$3,752.65 for parts I, II, and III. Part IV was left blank.

1.14 A review of the December 2024 three-way reconciliation document for CTA #5195 showed a negative balance in the amount of -$28,425.63 for parts I, II, and III. Part IV was left blank.

1.15 A review of the December 2024 three-way reconciliation document for CTA #5153 showed a negative balance in the amount of -$63,014.49 for parts I, II, and III. Part IV was left blank.

1.16 A review of the Bank Reconciliation report provided for CTA #5195 identified outstanding property management fee payments to Poised dated November 4, 2024, November 6, 2024, and December 2, 2024.

1.17 A review of the Bank Reconciliation report for CTA #5153 identified $92,831 in outstanding deposits dating back to July 2024 and $67,655.34 in outstanding checks dating back to August 2024. One of the outstanding checks was in the amount of $21,622.96 and payable to Poised. These figures were not represented on the reconciliation document.

1.18 Bank statements for CTA #5179 and CTA #5153 show a total of four overdraft fees.

1.19 In an email, Torres wrote that she would be reimbursing the bank fees and provided copies of two checks written from the Poised operating account.

(3) Conclusion of Law: By failing to complete monthly reconciliations for each client trust account and by failing to complete each part of the single reconciliation document, Torres violated ORS 696.301(3) and it's implementing rule OAR 863-025-0028(2)(a)(b)(c)(d)(A)(B)(3)(d)(A)(B)(4) 1/1/2024, 1/1/2025 and 1/1/2026 editions. Additionally, by failing to account and reconcile monthly, Torres failed in her fiduciary duties to the owner, violating ORS 696.890(4)(c)(d)(e)(f) 2025 edition.

(4) Conclusion of Law: By failing to disburse funds of the licensee within the month earned and by depositing funds of the licensee to correct accounting errors, Torres comingled funds, violating ORS 696.301(3) and it's implementing rule OAR-863-025-0065(6) 1/1/2024 and 1/1/2025 editions.

1.20 A review of the General Ledger for CTA #5179 showed a negative starting balance and a negative ending balance caused by three journal entries dated July 30, 2025, in the amount of $2,000, $8,158.92, and $3,333. The ending balance did not match what was reported on the 3-way reconciliation document.

1.21 A review of the General Ledger for CTA #5195 showed a negative balance throughout the entire month. The ending balance did not match what was reported on the three-way reconciliation document.

1.22 The General Ledger for CTA #7949 did not comply with Agency requirements for a receipts and disbursement journal by lacking a purpose and description for some of the incoming and outgoing transactions.

(5) Conclusion of Law: By allowing ledgers and clients' trust accounts to reflect a negative balance, Torres violated ORS 696.301(3) and it's implementing rule OAR 863-025-0027(3) 1/1/2024 and 1/1/2025 editions.

(6) Conclusion of Law: By failing to include the required identifying language in the receipts and disbursements journal, Torres violated ORS 696.301(3) and it's implementing rule OAR 863-025-0040(2)(a)(C)(b)(A)(C)(b)(D)(5)(7) 1/1/2025 edition.

(7) Conclusion of Law: By failing to maintain records in a format that readily enables tracking and reconciliation, Torres violated ORS 696.301(3) and it's implementing rule OAR 863-025-0035(3)(b) 1/1/2024, 1/1/2025 and 1/1/2026 editions.

1.23 In an email, Torres identified the following properties as owned by Our Just Future (OJF):

CTA:	CTA-SD:
Arbor Glen-5153	Cascade Crossing-2882
Ivon Court- 5161	Douglas Meadows-2890
Cascade Crossing-5179	Ivon Court-2908
Briarwood East-5195	Columbia View-2916
Douglas Meadows-5203	Briarwood East-2932
Columbia View-5500	Arbor Glen-2940

1.24 A review of the bank statements for CTA #5179, CTA #5195, and CTA #5153 show multiple transfers between these accounts as well as other OJF accounts ending in #2882, #5500, #5203, #2940, and #5161.

1.25 Torres stated in an interview that her property management agreements with OJF did not contain language allowing for the transfer of funds between ledgers nor any other written agreement.

(8) Conclusion of Law: By transferring funds between ledgers without supporting language within the property management agreement, Torres violated ORS 696.301(3) and it's implementing rules OAR 863-025-0020(2)(c) and OAR 863-025-0027(5)(a) 1/1/25 edition.

1.26 In an email, Torres stated that the sale of the property identified as Briarwood East and associated with CTA #5195 had closed on March 31, 2026.

1.27 Ray requested a copy of the final accounting for CTA #5195.

1.28 On May 30, 2026, 60 days had passed since the close of the sale.

1.29 Records were not received by Ray during the course of this investigation.

(9) Conclusion of Law: By failing to provide requested records within 5 business days, Torres violated ORS 696.301(3) and it's implementing rule OAR 863-025-0035(2)(b) 1/1/2026 edition.

1.30 All of the above demonstrate incompetence in performing acts for which the real estate licensee is required to hold a license and conduct that is below the standard of care for the practice of professional real estate activity in Oregon.

(10) Conclusion of Law: Based on the foregoing, Licensee is subject to discipline under ORS 696.301(12) and (15) 2025 Edition

2.

2.1 The foregoing violations are grounds for discipline pursuant to ORS 696.301.

2.2 The Agency reserves the right to investigate and pursue additional complaints that may be received in the future regarding this licensee.

2.3 In establishing the violations alleged above, the Agency may rely on one or more of the definitions contained in ORS 696.010.

3.

STIPULATION AND WAIVER

I, Bobby Jo Carillo Torres**,** have read and reviewed this Stipulated Final Order and its Findings of Fact, Statements of Law and Conclusions of Law. I understand that the Findings of Fact, Conclusions of Law and this Stipulation and Waiver of Hearing rights embody the full and complete agreement and stipulation between the Agency and me. I further understand

that if I do not agree with this stipulation, I have the right to request a Hearing on this matter and to be represented by legal counsel at such a Hearing. I also understand that any Hearing would be conducted in accordance with the procedures set forth in ORS Chapter 183 and in accordance with the Rules of Practice and Procedure adopted by the Attorney General of the State of Oregon. By signing this Stipulated Final Order, I freely and voluntarily waive my rights to a Hearing, to representation by legal counsel at such a Hearing, and to judicial review of this matter.

I hereby agree and stipulate to the above Findings of Fact and Conclusions of Law and understand that the Order which follows hereafter, which I have also read and understand, may be completed and signed by the Real Estate Commissioner or may be rejected by the Real Estate Commissioner. I further understand that, in accordance with the provisions of ORS 696.445(3), notice of this Order shall be published in the Oregon Real Estate News Journal.

In addition to all of the above, I agree that once the Commissioner executes this Stipulated Final Order, I will accept service of the Stipulated Final Order by email, and hereby waive the right to challenge the validity of service.

ORDER

IT IS HEREBY ORDERED that Bobby Jo Carillo Torres' Property Management license be reprimanded.

IT IS FURTHER ORDERED that due to the violations addressed above, Torres will be subject to a future client's trust account review within 6 months of the issuance of this order.

IT IS SO STIPULATED:

Bobby Jo Carrillo Torres
box SIGN 4L7KYZY8-19X6ZL86

BOBBY JO CARILLO TORRES

Date Oct 26, 2026

IT IS SO ORDERED:

Steve Strode
box SIGN 193X36Y6-4PQKKRK3

STEVEN STRODE
Real Estate Commissioner

Date Oct 27, 2026.

Date of Service: Oct 27, 2026