REAL ESTATE AGENCY

BEFORE THE REAL ESTATE COMMISSIONER

In the Matter of the Real Estate License of JANN SALUTZ PATE	STIPULATED FINAL ORDER

The Oregon Real Estate Agency (Agency) and Jann Pate (Pate) do hereby agree and stipulate to the following:

FINDINGS OF FACT

AND

CONCLUSIONS OF LAW

1.

1.1 At all times mentioned herein, Pate was licensed as a principal broker with Assurance Real Estate Services (ARES).

1.2 On December 3, 2025, ARES was notified by the Agency that their clients' trust account ending in 2981 (CTA 2981) which holds owner funds, had been selected for a reconciliation review. September 2025 records were requested.

1.3 A review of the reconciliation records showed that Pate was using two separate accounting systems to reconcile CTA 2981. In doing so records were not maintained in a format that enabled tracking and reconciliation or a clear audit trail.

(1) Conclusion of Law: By failing to maintain records in a form that readily enabled tracking and reconciliation, Pate violated ORS 696.301(3) and its implementing rule OAR 863-025-0035(3)(b) 1/1/2025 Edition.

1.4 The September 2025 Trust Account Reconciliation form provided showed all three parts as being equal to and reconciled. There were no outstanding transactions noted on the reconciliation. The records Pate provided did not support the balances on the reconciliation form. Multiple records were provided as a record of receipts and disbursements, each with a different ending balance. Pate's accountant later provided records indicating that there were outstanding disbursements, including earned management fees, this changed the reconciled balance from what Pate originally provided to the Agency. The record of receipts and disbursements provided by Pate's accountant was equal to the Part I reconciled balance. The record provided to support Part III showed the owner ledger balance was $30,483.98 more than the reconciled bank balance.

(2) **Conclusion of Law**: By failing to ensure that each part of the reconciliation was equal to and reconciled with each other, Pate violated ORS 696.301(3) and its implementing rule OAR 863-025-0028(2)(b) 1/1/2025 Edition.

(3) **Conclusion of Law**: By failing to take corrective action to resolve all adjustments in a reconciliation prior to the next reconciliation, Pate violated ORS 696.301(3) and its implementing rule OAR 863-025-0028(4) 1/1/2025 Edition.

(4) **Conclusion of Law**: By failing to adjust the bank statement balance for outstanding checks and other reconciling items on the reconciliation form, Pate violated ORS 696.301(3) and its implementing rule OAR 863-025-0028(2)(a)(A) 1/1/2025 Edition.

1.5 Eleven transactions, including an interest payment in the amount of $457.13, cleared the bank; however, were not posted on the record of receipts and disbursements. Many of these transactions were posted to the incorrect owner ledger.

(5) **Conclusion of Law**: By failing to record each receipt and disbursement on the record of receipts and disbursements and corresponding owner's ledger, Pate violated ORS 696.301(3) and its implementing rules OAR 863-025-0040(1) 1/1/2025 Edition, OAR 863-025-0040(2)(d) 1/1/2025 Edition and OAR 863-025-0040(5) 1/1/2025 Edition.

1.6 One of the transactions not recorded on the record of receipts and disbursements was payment to Rentec for $903.31. According to Pate, this was an ARES business expense that was disbursed from CTA 2981 in September 2025 and wasn't identified and reimbursed until February 2026.

(6) **Conclusion of Law**: By paying ARES business expenses out of CTA 2981, Pate violated ORS 696.301(3) as it incorporates ORS 696.241(5) 2025 Edition.

1.7 August 2025 reconciliation records for CTA 2981 were also requested. The August reconciliation was not completed until March 2026. Additionally, Pate did not sign the reconciliation.

(7) Conclusion of Law: By failing to complete, review and approve the reconciliation within 30 days of the bank statement, Pate violated ORS 696.301(3) and its implementing rule OAR 863-025-0028(2)(d)(A) and (B) 1/1/2025 Edition.

1.8 The August and September 2025 reconciliation records for CTA 2981 identified negative owner ledger balances.

(8) Conclusion of Law: By disbursing funds from an owner ledger without sufficient funds available, Pate violated ORS 696.301(3) and its implementing rule OAR 863-025-0027(3) 1/1/2025 Edition.

1.9 CTA 2981 is an interest-bearing account. The property management agreements did not specify to whom the interest inures or when the interest earnings will be disbursed.

(9) Conclusion of Law: By failing to include in the property management agreement who interest inures to and when earnings will be disbursed, Pate violated ORS 696.301(3) and its implementing rule OAR 863-025-0020(3)(b) 1/1/2025 Edition.

1.10 August, September and October 2025 reconciliation records were requested for the account ending in 2569 which holds security deposits. Pate did not provide these records. Pate stated in part that she is aware of how important these records are but she would not be able to reconcile until after she met with an accountant.

(10) Conclusion of Law: By failing to provide reconciliation records to the Agency, Pate violated ORS 696.301(3) and its implementing rule OAR 863-025-0035(2)(a) 1/1/2025 Edition.

1.11 All of the above demonstrate a failure to uphold affirmative duties to exercise reasonable care and diligence, account in a timely manner for all funds received from or on behalf of the owner, and to act in a fiduciary manner in all matters related to trust funds.

(11) Conclusion of Law: Based on the foregoing, Pate violated ORS 696.301(3) as it incorporates ORS 696.890(4)(c), (d), and (e) 2025 Edition.

1.12 All of the above demonstrate incompetence or untrustworthiness 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.

(12) Conclusion of Law: Based on the foregoing, Pate 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, Jann Pate**,** 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 Jann Pate's license be reprimanded.

IT IS FURTHER ORDERED that Pate complete the Agency hosted Property Management and Reconciliation Requirements course within 6 months of the issuance of this order.

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

IT IS SO STIPULATED:	IT IS SO ORDERED:
Jann Pate box SIGN 138KXW86-4WX682ZJ	Steve Strode box SIGN 193X36Y6-4QP5YR2X
JANN PATE	STEVEN STRODE Real Estate Commissioner
Date Sep 18, 2026	Date Sep 21, 2026
	Date of Service: Sep 21, 2026