

What you need for a Clients' Trust Account Review



Oregon Real Estate Agency



You've been selected for a **Clients' Trust Account - Security Deposit Reconciliation Review**. You must respond to the request for documents by the date listed in the email. Here are the items you need to gather and submit via eLicense.

1. Trust Account Reconciliation



Find the signed, dated 3-way trust account reconciliation for the month requested. [[OAR 863-025-0028](#)]

- You must complete a 3-way reconciliation each month for every clients' trust account you have.
- It can be on the [Agency's form](#), or another form as long as it has the same information.

2. Bank Statement



Get the bank-issued account statement issued for the month requested.

3. List of Outstanding Checks, Withdrawals, Transfers, and Deposits



Make a list of all outstanding checks, withdrawals, transfers, and deposits that are not on the bank statement. [[OAR 863-025-0028](#)] The list for outstanding checks must include:

- Check number
- Issue date
- Payee
- Amount

4. Receipts & Disbursements Journal or Check Register



Locate the receipts and disbursements journal or check register entries up to the date of the bank statement. The document must be a complete chronological record of each receipt and disbursement of funds and list the account balance after each entry. [[OAR 863-025-0040](#)]

For each receipt of funds:

- Date received
- Amount received
- Purpose of funds
- Person who tendered funds
- Date deposited
- Identifying code, if applicable

For each disbursement of funds:

- Date disbursed
- Amount disbursed
- Check number
- Payee
- Purpose of disbursement
- Identifying code, if applicable

5. List of Individual Tenants' Ledger Balances



List all of the positive balances of individual security deposits and fees held in the account as of the date of the bank statement. [[OAR 863-025-0028](#)]

6. Notice of Clients' Trust Account and Authorization to Examine



A completed and signed **Notice of Clients' Trust Account and Authorization to Examine** is required for all clients' trust accounts. If you do not yet have one for this account, you must complete one and get it signed by the bank. [[ORS 696.245](#), [OAR 863-025-0025\(3\)](#)]

- *If you use a software program to enter and maintain clients' trust account records, be aware that the names of software-generated reports that meet the record keeping requirements can vary by program. It is your responsibility to ensure the records you provide contain everything everything required by [OAR 863-025-0028](#) and [863-025-0040](#).*
- *Failure to comply with the Clients' Trust Account Review record request by the deadline stated in the email may result in disciplinary action.*