

Ohio Division of Real Estate- Enforcement

OPERATING ACCOUNT CHECKLIST

Please provide proof of compliance with Ohio Revised Code 4735.20 (C) by answering the following questions:

Have you or has your brokerage paid a fee/commission to an unlicensed entity?	Y / N If yes, then answer the next question
Was the fee/commission on behalf of an affiliated licensee?	Y / N If yes, then answer the next question
Was that affiliated licensee the licensee that earned the fee/commission?	Y / N If yes to any question above, then answer the questions below

1) Does at least one member, partner, officer, or shareholder of the unlicensed entity hold a valid and active real estate license? {(1)}	Y / N
2) Is the partner, officer, shareholder of the unlicensed entity the affiliated licensee who earned the fee/commission? {(2)}	Y / N
3) Does the unlicensed entity engage in acts that require a real estate license as specified in O.R.C. 4735.01? {(3)}	Y / N
4) Has the broker verified that the affiliated licensee that earned a fee/commission is a partner, member, officer, or shareholder of the unlicensed entity (i.e. records of the Secretary of State's Office)? {(4)}	Y / N
5) Is there a verification record of the name of the affiliated licensee who earned the fee/commission? {(5)(a)}	Y / N
6) Does the verification record contain the amount of fee/commission earned? {(5)(b)}	Y / N
7) Does the verification record contain the name of the unlicensed entity to which the broker paid the affiliated licensee's fee/commission? {(5)(c)}	Y / N
8) Has the broker paid a fee/commission due an affiliated licensee to the third party creditor of the affiliated licensee? {(F)}	Y / N

Broker

Date

I do not maintain an operating account for my brokerage.