



**Are you prepared for the ADRE Call? Let us help you!**

**September 30, 2013**

**3 P's of Broker Audits**

9:00 – Noon (*check-in at 8:30*)

Phoenix Association of REALTORS classroom (5033 N. 19th Avenue)

\$25

3-Commissioners Standards

*Join Commissioner Lowe, Jim Sexton and a panel of brokers who discuss broker audits including the process, preparation, compliance and Rules. Topics will also include supervision issues, proper handling of compensation issues, proper signage and advertising and common violations in each topic.*

**Property Management Trust Accounting**

1:00 - 4:00 (*check-in at 12:45*)

Phoenix Association of REALTORS classroom (5033 N. 19th Avenue)

\$25

3-Commissioners Standards

*Join Commissioner Lowe, Sue Flucke and Mike Mumford as they teach you how to be in compliance with trust account regulations. Topics covered in this class include general requirements and standards, accounting rules, 3-way reconciliation, deposit requirements, A/P and A/R, balancing and reconciling accounts, automation, e-security concerns, co-mingling of funds, conversion of funds, recordkeeping requirements for property management and ADRE audit guidelines.*

**Package:** both classes for only \$40

**To Register:** <http://www.regonline.com/sept30>

**Brought to you by the Phoenix Association of REALTORS and  
AAR.**

