

**OPERATING ACCOUNT CHECKLIST
PURSUANT TO R.C 4735.20(C)
Ohio Division of Real Estate- Enforcement**

- 1) Was the fee/commission paid to an unlicensed entity? If yes,
- 2) Was the fee/commission on behalf of an affiliated licensee? If yes,
- 3) Was that affiliated licensee the licensee that earned the fee/commission?

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