

---

Issue No. 2023-1  
February 17, 2023

## BULLETIN

Financial and Consumer Services Division  
*Registry and Licensing Services*  
Real Estate Agent – Trust Account Reconciliation

---

### NEW – Fillable Trust Account Reconciliation Available Online

This bulletin is to provide notice that the Registry and Licensing Services are no longer mailing out Trust Account Reconciliation forms to our licensed Real Estate Agents. Forms will now be available online. Given this transition, an extended deadline is being granted for this year only, as outlined below.

---

#### Trust Account Reconciliation

Real estate agents are required to submit an annual Trust Account Reconciliation for the period ending December 31 by February 15 each year. We have extended the deadline for submission of the forms for the year ending December 31, 2022 to **March 15, 2023**.

#### Required Forms:

- (1) **Trust Account Reconciliation** – fillable in excel format
  - Note that the form automatically calculates totals for your convenience. Please ensure that you complete the prior year first.
- (2) **Trust Account Reconciliation Certification** – fillable in PDF format

Forms are available online at:

<https://www.princeedwardisland.ca/en/information/justice-and-public-safety/real-estate-regulation>

#### Email Submissions:

The two Trust Account Reconciliation forms may be submitted to [licensing@gov.pe.ca](mailto:licensing@gov.pe.ca)

---

If you have any questions regarding the new online process, please contact the licensing section of Registry and Licensing Services:

- **By email:** [licensing@gov.pe.ca](mailto:licensing@gov.pe.ca)
- **By phone:** 902-368-4550 Ext. 2

**Robert Bradley, CPA, CA**  
Registrar of Real Estate  
Financial and Consumer Services Division