



Kansas Real Estate Commission

Jayhawk Tower
700 SW Jackson St Ste 404
Topeka, KS 66603-3785

krec@ks.gov (785) 296-3411
Fax: (785) 296-1771 www.krec.ks.gov

Public access is available by appointment only

COMPLIANCE REVIEW QUESTIONNAIRE | REC-550

INSTRUCTIONS

Complete this questionnaire if you have received an Initial Notice of Compliance Review from a KREC real estate specialist. Each compliance review conducted for your company or branch office requires a new questionnaire be completed and returned via email to kreccompliance@ks.gov. **This is a fillable form, please type to complete.**

This form cannot be used to change your company name, contact information, or supervising broker. Visit the Online Licensing Portal at https://licensing.ks.gov/EGOV_KREC to make those changes.

SUPPORTING DOCUMENTATION: TRANSACTION LOG

Attach your Kansas transaction log for the prior 12 month period. Time period starts today and goes back 12 months. If you do not maintain a transaction log, please submit a list of all Kansas transactions for the prior 12 month period. The transaction log or list should include the transaction identification number, seller's/landlord's name, and buyer's/tenant's name.

On the transaction log or list, identify all pending transactions by **highlighting** them in a different color or placing a "P" next to the respective transaction number.

COMPANY INFORMATION

| | | | | |
|--------------|------|-----------------------|-----|--------|
| Broker Name | | Broker License Number | | |
| Company Name | | Company Number | | |
| Address | City | State | Zip | County |

DAYTIME PHONE NUMBER WHERE I CAN BE REACHED: _____

KANSAS TRANSACTION INFORMATION

| | |
|--|--|
| Number of pending Kansas transactions (Currently under contract) | |
| Total number of Kansas transactions for the prior 12 month period* | |

***IF NO TRANSACTIONS FOR THE PRIOR 12 MONTHS, WHAT IS THE TOTAL NUMBER OF KANSAS TRANSACTIONS FOR THE PAST 3 YEARS?** _____
PROVIDE A TRANSACTION LOG ON NEXT PAGE FOR THE 3 YEAR PERIOD. INCLUDE TRANSACTION IDENTIFICATION NUMBER, SELLER/LANDLORD'S NAME, AND BUYER/TENANT'S NAME FOR EACH TRANSACTION

TRANSACTION FILES ARE MAINTAINED AT: MAIN OFFICE BRANCH OFFICE ONLINE OTHER: _____

DO YOU MAINTAIN A TRUST ACCOUNT? No Yes

IF YES, HOW MANY CHECKS HAVE BEEN WRITTEN FROM THE TRUST ACCOUNT IN THE PAST 12 MONTHS? _____

SUPERVISING/BRANCH BROKER CERTIFICATION

I declare under penalty of perjury under the laws of the State of Kansas that I have read and understand this questionnaire and that the information I have provided is true, correct and complete to the best of my knowledge.

BROKER'S SIGNATURE

DATE SIGNED



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SAMPLE TRANSACTION LOG | TO BE USED WITH REC-550

| | |
|--------------|------|
| Company Name | Date |
|--------------|------|

Include all pending, failed/cancelled, and closed transactions for the prior 12 months. Pending transactions should be highlighted or marked with a P. If there have been no transactions in the prior 12 months, provide the transactions for the past 3 years.

Note: This form may be used as a transaction log as requested in the compliance review questionnaire, REC-550. You may use your own transaction log or list of transactions instead of this form, if available.

| TRANSACTION ID NUMBER | SELLER/LANDLORD NAME | BUYER/TENANT NAME |
|--------------------------|----------------------|-------------------|
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