

Application for membership

Appendix B

Report on clients' account



If you are not affiliated to ARLA, NAEA, RICS, Law Society or NALS, please submit a letter from your Accountants confirming that:

- *they have carried out a reconciliation of your clients account*
- *the balance of cash held after allowance for outstanding cheques and uncleared bankings is at least equal to the total liability to clients shown in the clients' ledger accounts.*
- *the company has a positive net worth*
- *s/he is not aware of any circumstances likely to change this position in the next 12 months*
- *the date on which the reconciliation was carried out, which should be no earlier than 6 months before the date you complete this form.*

If the reconciliation shows a difference, the letter should explain the reasons for the difference and the steps being taken to rectify the problem.