

Trust Account Register

Schedule 1 to the Loom Realty Trust Fund Addendum | Version 1.0 | August 2026

How to use this register

Complete Part A before any trust funds are received, and keep it current. Every account into which trust funds are deposited must appear here, including security deposit accounts. Complete Part B for every person who can withdraw funds from any account listed in Part A. Under 10 CCR 2834 a withdrawal may be made only on the signature of the broker, or of a person specifically authorized in writing by the broker, and an unlicensed person must be covered by a fidelity bond at least equal to the maximum amount of trust funds they can reach at any time. Notify Loom Realty in writing within three business days of any change, then record it in Part D and return an updated register.

Client legal entity

Prepared by

Title

Date prepared

Period covered

Supersedes register dated

Total accounts listed

Part A. Trust Accounts

List every depository account holding funds of others. Accounts must be titled so they are identifiable as trust accounts under 10 CCR 2832, and must be non interest bearing unless the requirements of 10 CCR 2830.1 are met in full and Loom Realty has approved the arrangement in writing.

#	Depository / bank and branch	Exact account title as shown at the bank	Acct no. (last 4)	Type	Purpose / funds held	Date opened	Interest bearing	Approx. balance held	Date closed
1									
2									
3									
4									
5									
6									
7									
8									

#	Depository / bank and branch	Exact account title as shown at the bank	Acct no. (last 4)	Type	Purpose / funds held	Date opened	Interest bearing	Approx. balance held	Date closed
9									
10									
11									
12									
13									
14									

Part B. Authorized Signers

One line per person able to withdraw funds. Kayla Bramante must appear as an authorized signatory on every account. For any unlicensed signer, record the fidelity bond carrier and the bond amount, and attach the bond certificate.

#	Signer full name	Role / title	DRE licence no., or state Unlicensed	Accounts they can access (Part A row	Maximum funds accessible	Fidelity bond carrier	Bond amount	Broker written authorization date	Date removed
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

#	Signer full name	Role / title	DRE licence no., or state Unlicensed	Accounts they can access (Part A row	Maximum funds accessible	Fidelity bond carrier	Bond amount	Broker written authorization date	Date removed
12									

Part C. Reconciliation and Recordkeeping

Who prepares the monthly reconciliation

Firm / contact

Phone / email

Accounting system used

Day of month reconciliation is completed

Date of most recent completed reconciliation

Any shortage, negative beneficiary balance, or NSF item in the last 12 months (Y/N)

If yes, date cured

Part D. Change Log

Record every account opening or closing, every signer added or removed, and every bond change. Loom Realty must be notified in writing within three business days of the change.

#	Date of change	Type of change	Detail	Part A / B row affected	Date Loom Realty notified	Broker acknowledged (initials / date)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Part E. Client Certification

I certify that the information in this register is true, accurate and complete; that every account holding funds of others is listed in Part A; that every person able to withdraw trust funds is listed in Part B and holds written authorization from Loom Realty; that every unlicensed signer is covered by a fidelity bond at least equal to the maximum trust funds accessible to that person; and that no trust funds are commingled with the funds of the company or of any other person.

Signature (type full name)	Title	Date
Received and reviewed by Loom Realty	Date	Notes