PPRA INSPECTION CHECKLIST

1	Have a copy of the Company Registration Documents (CIPC Documents) available, where applicable.
2	Have the Firm and Principal Current FFC Displayed Prominently within the Business Premises, and have an electronic copy available.
3	Have a copy of all agents within the firm's FFC in one file, to be kept in Reception Area. Have electronic copies available as well.
4	Compile a list of all active agents, listing their names and surnames, ID numbers, FFC reference number and Status with the PPRA.
5	Remove all non-current and non-valid FFC's from display and FFC file. Make sure to have proof of submission for terminated agents as well.
6	Make sure all contact details are current and up to date on the Portal of the Principal and all agents.
7	Make a Summary of Accounting Records used and how it is kept.
8	Trust Accounts: Make sure You have a bank letter for all trust Accounts which is compliant with the new Act. (the letter MUST read opened ITO Sec 54(1) of PPA 22 of 2019.
9	Trust Accounts: Make sure your Auditor's information on the Principal portal is up to date and correct.
10	Trust Accounts: for monies such as deposits which must be invested, a description of the type of investment account(s) must be submitted to the PPRA.
11	All Bank records and statements for the last 12 months for all accounts of the Firm must be made available. Also make available the latest Trial Balance from or any Control Accounts.
12	The Latest Financial Statements for the latest Financial year-end must be available, as prepared by your Accountant / Auditor.
13	Ensure all bank accounts and accounting records have been reconciled before the inspection.
14	Have a Copy of the Code of Conduct in the Office, to be Kept in Reception area, as well as a copy thereof must be in possession of every agent. (All Estate Agents must understand the contents of the Code of Conduct).
15	Have an updated Letterhead available (remember, ALL marketing material and communication must state 'Registered with the PPRA', and when individual agents are mentioned (with email signatures, business cards and boards), the agent's status must be indicated (Full status, Candidate, Principal).
16	Have your latest BBBEE Affidavit / Certificate / certificate application available.
17	Make Available all sales files and rentals files for the current financial year. You should also be checking that all these files include: • Mandatory Disclosure forms • Mandate • All other regulatory requirements (FICA, POPIA, etc) • Make sure No candidate Signed off on their own contract, a principal or mentor must have signed these contracts too.
18	Ensure your mentorship and supervision programme for all Interns are up to date.
19	Remove all Attorneys pamphlets, marketing material, etc from common areas within the Firm.
20	All current listings upon inspection's Mandates and Mandatory Disclosure forms.
21	Any other item specifically requested on the inspection notice