AI Review Log

Write down what AI drafted, who checked it, and what actually went out. One row per item.

Why keep it

The California Department of Real Estate's AI advisory says that if an AI tool produces inaccurate information, misleading advertising or improper consumer communications, responsibility rests with the licensee and their responsible broker, not the technology provider. It also tells licensees to keep records showing how AI outputs were reviewed and verified. This log is one simple way to do that. Other states have their own rules; ask your broker.

How to use it (30 seconds per item)

1. Date and tool: when you used AI and which tool.
2. Task: what you asked it to do (listing remarks, email, ad, summary, CMA narrative, social post).
3. Reference: a deal or listing nickname or MLS number. Do NOT write client names, account numbers or other private data in this log.
4. Checked: what you verified (facts, price, square footage, claims, fair housing wording, required license and broker lines) and how.
5. Changes: what you fixed. 6. Approved by: the licensee who signed off, with date.
7. What went out: where it was published or sent, and when.

Keep the log with your transaction files or your brokerage's records, for as long as your broker requires.

Rules of thumb

- Nothing AI wrote goes to a client or the public until a licensee has read every line.
- AI that never leaves your desk (a private summary you rewrite) still gets a row if it shaped a client-facing decision.
- If a fact cannot be verified, delete it. If the AI tool names a feature, price or school, confirm it at the source.
- Ask your broker whether your brokerage has an AI policy, and whether it wants this log kept somewhere specific.

AI Review Log

Print as many copies as you need.

DATE	AI TOOL	TASK what you asked	REFERENCE no private data	WHAT AI DRAFTED	CHECKED and how	CHANGES you made	APPROVED BY and date	WENT OUT where / when

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