



STATE OF MISSOURI
 DIVISION OF PROFESSIONAL REGISTRATION
 MISSOURI REAL ESTATE COMMISSION

3605 MISSOURI BLVD
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 JEFFERSON CITY, MO 65102
 (573) 751-2628
 FAX: (573) 751-2777
www.pr.mo.gov/realestate.asp

**CLOSING OF A REAL ESTATE BROKERAGE /
 SOLE PROPRIETORSHIP**

This form must be completed in its entirety and submitted to the Missouri Real Estate Commission upon the closing, merger, or sale, etc. of a real estate brokerage or sole proprietorship.

1. NAME OF CORPORATION, ASSOCIATION (LLC), PARTNERSHIP, OR INDIVIDUAL BROKER	ENTITY OR BROKER LICENSE NO.
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ADDRESS (STREET, CITY, STATE, ZIP)

2. DATE BUSINESS CEASED ACTIVITY (DATE MUST BE PROVIDED)	3. NAME OF DESIGNATED BROKER IF CORPORATION, ASSOCIATION (LLC) OR PARTNERSHIP
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4. MARK BOX WHICH BEST DESCRIBES REASON FOR CLOSING

VOLUNTARY CLOSING / NOT RENEWING
 MERGER / SALE OF FIRM
 REVOCATION / SUSPENSION
 DEATH OF BROKER
 DISABILITY OF BROKER

5. ARE THERE ANY RECORDS TO BE STORED IN ACCORDANCE WITH 20 CSR 2250-8.160 (1) WHICH REQUIRES ALL BUSINESS RECORDS TO BE MAINTAINED FOR AT LEAST THREE YEARS?

YES (COMPLETE 5A & 5B)
 NO (PROCEED TO SECTION 6)

5A. NAME OF CUSTODIAN OF RECORDS

CUSTODIAN ADDRESS (STREET, CITY, STATE, ZIP)	TELEPHONE NUMBER (AREA CODE)
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5B. LOCATION OF RECORDS IF STORED SOMEWHERE OTHER THAN CUSTODIAN'S ADDRESS (STREET, CITY, STATE, ZIP)	TELEPHONE NUMBER (AREA CODE)
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6. I have attached my license, and the firm's license if closing a corporation, partnership or association:

YES
 NO, LICENSE(S) LOST/MISPLACED
 NO (EXPLAIN ON REVERSE SIDE)

7. I have notified all licensees affiliated with the brokerage in writing of the effective date of closing:

YES
 NO OTHER LICENSEES
 NO (EXPLAIN ON REVERSE SIDE)

8. I have attached the licenses of all those currently affiliated with the brokerage:

YES
 NO (EXPLAIN ON REVERSE)
 NO, LICENSES LOST/MISPLACED (LIST ON REVERSE)
 NO OTHER LICENSEES

9. I, the aforementioned broker/designated broker or administrator, executor, or legal representative of the estate certify that I have complied with all of the terms of 20 CSR 2250-8.155 and that the information provided on this form is true and correct to the best of my knowledge. All business books; accounts, including voided checks; records; contracts; brokerage relationship agreements; closing statements; and correspondence relating to real estate and property management transactions of the aforementioned proprietorship/entity will be maintained for at least three years.

SIGNATURE OF BROKER/DESIGNATED BROKER OR IN THE CASE OF DEATH OR INCAPACITY, SIGNATURE OF LEGAL REPRESENTATIVE	DATE
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