



Real Estate Agency

1177 Center Street NE
SALEM, OREGON 97310-2503
PHONE (503) 378-4170

**CLOSED
OFFICE
QUESTIONNAIRE
(ESCROW)**

Dear Escrow Manager:

Our records show a recent change in your license status which indicates office closure. It is important that the business of your **former** office be completed with minimum impact on your customers, and in compliance with escrow licensing law. Your records must remain in Oregon and be available to this Agency upon demand for six years (ORS 696.534 and OAR 863-050-0115). Further, you are required to notify the Commissioner in writing where the records are stored (OAR 863-050-0105). If you have any questions regarding completing this form, or if you believe it has been sent to you in error, contact the Regulation Division at (503) 378-4170, extension 238.

PLEASE PRINT

Prior Licensed Name: _____

Oregon address where office records will be stored: _____

Contact person for records: (Name) _____ (Phone) _____

Are there any open transaction files? Yes () No () N/A ()

If yes, what licensee is handling them? (Name) _____ (Phone) _____

Have all clients' trust accounts been closed? Yes () No () N/A ()

Have all office signs and other advertising been removed? Yes () No () N/A ()

Explanations & Comments: _____

Date

Escrow Manager Signature

Full Printed Name

Please Return To: REAL ESTATE AGENCY
1177 CENTER ST. N.E.
SALEM, OR. 97301-2505
Attention: REGULATIONS (ESCROW)