



# Real Estate Agency

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

**CLOSED  
OFFICE  
QUESTIONNAIRE**

Dear Broker / Property 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 clients and customers, and in compliance with real estate licensing law. Your records must remain in Oregon and be available to this Agency upon demand for six years (ORS 696.280 and OAR 863-015-0260). Further, you are required to notify the Commissioner in writing where the records are stored (OAR 863-015-0260). If you have any questions regarding completing this form, or if you believe it has been sent to you in error, contact the Regulations Division at (503) 378-4170 x238.

### PLEASE PRINT

Prior Licensed Name: \_\_\_\_\_

Oregon address where the 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 trust funds been disbursed to neutral escrow? Yes ( ) No ( ) N/A ( )

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

Have all office signs, "for sale" signs, and other advertising been removed? Yes ( ) No ( )

Explanations & Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Broker / Property Manager Signature

Full Printed Name

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