

**APPLICATION FOR CLOSING A FIRM
No Fee Required**

Georgia Real Estate Commission
 Suite 1000 - International Tower
 229 Peachtree Street, N. E.
 Atlanta, Georgia 30303-1605
 Telephone Number (404) 656-3916
 Fax Number (404) 656-6650
 EMAIL Address - grecmail@grec.state.ga.us
 Website Address - www.grec.state.ga.us

FOR OFFICE USE ONLY	
PMD:	FEE:
PI:	DD:
EDI:	QCI:
CODES:	FI:

****Incomplete applications will be returned unprocessed and charged a \$25.00 fee.**

SECTION I

Firm Name		Firm License Number	
Street Address			
City		State	Zip Code
Broker's Name		License Number	

SECTION II

Reason for Closing:

check one:

Voluntary		Date	
Death of Broker		Date	
Other (specify)		Date	

The firm's license should be placed on:

check one:

	Inactive Status - available only to sole proprietorships, corporations, partnerships, limited liability companies. Renewal fees must continue to be paid when due.
	Closed Status - no fees due. Company can not be reopened except by filing the appropriate application and fees.

Broker's individual license:

check one:

	surrender an additional license(s) - submit a Change Application
	will be surrendered-cannot be reactivated except by exam- submit a Surrender Application
	will be placed on inactive status - submit a Change Application
	will be transferred to another firm - submit a Change Application

SECTION III

TRUST ACCOUNTS - List all of the firm's trust accounts (attach additional sheets if necessary)

Account Number	Bank Name	Status	Estimate close date

SECTION IV

LOCATION OF RECORDS:

All records of real estate transactions and trust journals required to be maintained for three years will be maintained by the broker at the following address:

Street Address					
City		State		Zip Code	
Broker's Name					

The broker may be contacted for review of those records at:

Phone Number	
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SECTION V . STATEMENT OF BROKER

I, the undersigned broker, do hereby certify that:

- (1) I have signed a Change Application for all licensees affiliated with this firm.
- (2) I have given written notice to all licensees affiliated with this firm that they must transfer to a new firm or place their licenses on inactive status within one month of my signing their Change Application.
- (3) Licensee cannot be located to sign this application. I am hereby releasing the licensee and destroying his/her wall certificate and pocket.
- (4) all information in this application is true and correct to the best of my knowledge.
- (5) If this application is being faxed to the Commission, the broker, will destroy the wall certificate(s).

Broker's Signature		Date	
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REQUIRED ATTACHMENTS:

1. Original firm wall license certificate.
2. Original broker's individual wall license certificate and pocket card.
3.
 - a. Change Application regarding the status of the broker's license.
 - b. If the broker is surrendering his or her individual license, a Surrender of License Application.
4.
 - a. Signed Change Applications for all licensees affiliated with the firm.
 - b. Copies of all letters notifying the licensees that they have one month to contact the Commission in writing regarding the status of their license.