



Important: PRINT or TYPE all information in BLACK INK

NOTICE OF BROKERAGE TERMINATION

Pages 1 and 2 of this form must be completed in full

WARNING – IT IS AN OFFENCE TO PROVIDE FALSE INFORMATION

Select the ownership type that applies to the brokerage being terminated (Check One)

Corporation

Sole Proprietorship

Partnership

SECTION A SIGNATURE OF SIGNING AUTHORITY

This form must be signed by the broker of record of the brokerage

The undersigned hereby certifies that he/she is fully authorized to bind the brokerage and is authorized to sign this form on behalf of the brokerage. The undersigned hereby certifies that he/she has fully examined all of the information given on this form (including any attachments) and all such information is, to the best of his/her knowledge and belief true and complete.

Table with 4 columns: Name, Signature, Title, Date

SECTION B EXISTING BROKERAGE ADDRESS & CONTACT INFORMATION

Brokerage Name, Brokerage Registration Number

Brokerage Address, Suite or Unit Number

City, Province, Postal Code

Brokerage Telephone Number, Brokerage Fax Number, E-mail Address

The Brokerage will cease trading and cease to be registered effective:

Y Y Y Y M M D D

The brokerage's records relating to trading in real estate will be kept at the following location for a period not less than 6 years:

Contact Phone:

Email:

**The supporting documentation noted below (as applicable)
should be submitted to RECO with this form**

Attached Supporting Documentation	YES	NO	N/A
A copy of the letter to existing clients and customers advising that the brokerage will cease or has ceased to be registered, as applicable, and will cease trading in real estate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The names, addresses, telephone numbers and other contact information for all clients and customers who are involved in a transaction or trade that was outstanding on the date the brokerage ceases or ceased to be registered.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A list of all trades in real estate that are pending on the date the brokerage ceases or ceased to be registered.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A Statement from the financial institution where a trust account is maintained. (If there is a discrepancy between the Statement and the reconciliation, explain the reason for the discrepancy.)	<input type="radio"/>	<input type="radio"/>	
A reconciliation of each Trust Account maintained, as of the date the brokerage ceases or ceased to be registered, prepared by the brokerage and signed by the Broker of Record.	<input type="radio"/>	<input type="radio"/>	
A statement prepared by the brokerage that identifies other property held in trust, if any.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A statement prepared by the brokerage that identifies any changes that occur related to the Real Estate Trust Account or other property held in trust after the brokerage ceases or ceased to be registered will be provided upon the close of each transaction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A financial statement that sets out the assets and liabilities of the brokerage as of the date it ceases or ceased to be registered.	<input type="radio"/>	<input type="radio"/>	
A copy of the written notice of termination sent to registered employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>