

This must be submitted by a licensed broker officer of the firm or the broker sole-proprietor.

You will need to affirm that you have followed the rules of Chapter 8, Closing a Real Estate Business. (Note: a sole-proprietorship is considered a business.) If your business is located in another state and you are just closing your Iowa offices or are no longer going to handle transactions of Iowa properties you must still follow Chapter 8 procedures as it relates to Iowa licensing.

You will be required to provide the name, address and telephone number of the custodian of who will be storing the records and files for the next five years.

If you are closing a firm: the firm license will be cancelled as well as any branch office or tradename licenses. All salespersons and/or brokers still associated with the firm will be made inactive.

If you are closing a sole-proprietorship: any branch office or tradename licenses will be cancelled. All salespersons and/or brokers still associated with the sole-proprietorship will be made inactive.

No fee is required.