



STATE OF ALASKA  
DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT  
DIVISION OF OCCUPATIONAL LICENSING  
REAL ESTATE COMMISSION  
550 WEST 7TH AVENUE, SUITE 1950  
ANCHORAGE, ALASKA 99501-3567  
Telephone: (907) 269-8162  
E-mail: [license@commerce.state.ak.us](mailto:license@commerce.state.ak.us)

## CLOSING YOUR REAL ESTATE OFFICE

1. Determine the date your office closure will become effective.
2. Inform your licensees and arranged for them to transfer or inactivate their licenses.
3. Explain to your sellers/landlords that they will no longer have a contract with you, and they may enter into a new listing/management agreement with the broker of their choice.
4. Arrange for any pending transactions to be closed by a title company, lending institution, escrow company or attorney, and obtained consent from all principal parties to the changes. If the company is being sold or merging with another existing brokerage, the acquiring broker may close the transactions with the consent of the principal parties.
5. Remove signs from all properties listed or managed by the firm.
6. Arrange to cancel all advertising in the name of the firm, including newspaper advertising, office signs and telephone listing advertisements.
7. Disburse all trust monies to the appropriate closing entity, principal party, or specified licensed successor.
8. Notify the Real Estate Commission by:
  - a) Filing an office registration form to close your office.
  - b) Provide a bank statement showing a zero balance in your trust account(s).
  - c) Specify the location where your transaction records for the last three years can be accessed.
  - d) Provide the name, address, and phone number of the custodian of the records for that three year period of time.
  - e) Transfer, or inactivate your own license.

**If you have any questions/concerns about closing your office or the status of your license, please call the Real Estate Commission at (907) 269-8162.**