

OFFICE CLOSING AFFIDAVIT

State of New Jersey:

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County of :

\_\_\_\_\_ being duly sworn according to law upon  
Name of Broker

his/her oath deposes and says:

1. I am licensed as a New Jersey Real Estate Broker, license  
reference # \_\_\_\_\_ and was formerly the Employing Broker or  
Broker of Record of \_\_\_\_\_  
Name of Agency

which was closed \_\_\_\_\_.  
Date of Office Closing

2. Attached to this affidavit is a list of all those persons licensed  
with my agency as of the date of closing who have been terminated through  
the DOBI Online Licensing Services process.

3. My firm's escrow or trust account(s), which was (were)  
maintained in \_\_\_\_\_, account number \_\_\_\_\_,  
Name of Bank Escrow/Trust Acct.

has (have) been closed and all funds of others, which were maintained  
therein, have been disbursed to either the parties or to another  
appropriate escrow agent in accordance with N.J.A.C. 11:5-5.1. When making  
transfers to another escrow agent, I notified the parties of that person's  
name and address, and of the amount transferred. (If multiple escrow or  
trust accounts were maintained, identify all such accounts on an attachment  
to this affidavit).

4. All commissions owed to salespersons and broker-salespersons have  
been paid to date. Those not yet received by me will be paid to my former  
salespersons or broker-salespersons within ten days of receipt.

5. I have made, or will within thirty days of their termination, make  
an accounting in writing to all salespersons or broker-salespersons of  
commissions that may be due them, in accordance with N.J.A.C. 11:5-4.1.

6. No further commissions are due to me or my agency except for services previously rendered, which commissions are payable in the future upon the happening of a specific event. A complete list of those commissions, identified by the names of the parties to the transaction, the address of the property, and the commission due is attached to this affidavit and made part of it.

7. I have notified all parties in ongoing or pending transactions that I have ceased engaging in the real estate brokerage business, or that I will hereafter be engaging in the business in another capacity. Where I was holding any of their funds as an escrow agent, I have notified them of the name of the new custodian, if any, and place of deposit of their funds.

8. I have removed all signs from the interior and exterior of my office that indicated that the premises contained the office of a licensed real estate broker.

9. I have recalled all signs and other advertising or trade material which indicated that I or my firm was engaged in the real estate brokerage business in my former capacity.

10. I have notified the telephone company that I am no longer engaged in the real estate brokerage business in my former capacity, and that future telephone directories should not contain my name licensed in that capacity.

11. I either do not owe any fines or penalties to the Real Estate Commission, either individually or as broker of record of a corporation partnership, or limited liability company. I acknowledge my ongoing responsibility to pay such fines or penalties for conduct which occurred while licensed in my former capacity.

12. I acknowledge my responsibility to maintain permanent records as required in N.J.A.C. 11:5-5.4. THOSE RECORDS ARE BEING MAINTAINED AT THE FOLLOWING ADDRESS:

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I will notify the Commission of any change in the location of these records for six years.

13. I have attached to this affidavit written explanations of any revisions to the form paragraphs contained in this affidavit.

My current home address is: \_\_\_\_\_  
\_\_\_\_\_

PLEASE COMPLETE IF PLANNING TO MOVE IN THE NEAR FUTURE:

after \_\_\_\_\_, I will reside at \_\_\_\_\_  
DATE

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14. I make this affidavit in compliance with N.J.A.C. 11:5-3.9(c). The statements contained in it and the attachments to it are true. I understand that the Real Estate Commission will rely on the truthfulness of these statements when issuing any new license to me now or in the future, and that false answers could result in penalties including revocation of license.

\_\_\_\_\_  
Signature of Broker

Sworn and subscribed before me, the undersigned authority, this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Notary