**The broker, acting for an agency,**

**has ceased (or will cease) his activities**

**(licence revocation or suspension, death or retirement)**

**[Date]**

**Mr. (Mrs.) [Name]**

Address

City (Québec)

Postal code

**Subject: Brokerage contract No. [brokerage contract number]**

Dear Client,

Please note that **[since** or **as of] [date], [name of broker] [has ceased** or **will cease]** his activities **[insert the reason here : suspension, retirement, etc.]**.

The section entitled: “CHANGE AFFECTING THE AGENCY OR THE BROKER BOUND BY A BROKERAGE CONTRACT” of the OACIQ brokerage contract which you signed with our agency specifies how you may exercise your rights and the consequences of your choice on the brokerage contract.

Please let us know which option you choose using the attached form and return it to us **[as soon as possible** or **within the next (number of days)]**. If we do not receive your choice, brokerage contract **[brokerage contract number]**,by which we are currently bound, will continue and **[name of new broker representing the agency]**, real estate broker, will be appointed to replace **[name of broker ceasing his activities]**.

**[salutation]**

**[signature]**

**The broker, acting for an agency,**

**has ceased (or will cease) his activities**

 **(licence revocation or suspension, death or retirement)**

**Form**

Please indicate your choice by checking the box next to the option you wish to exercise regarding brokerage contract No. **[brokerage contract number].**

I wish to:

☐ Continue doing business with your agency. I understand and accept that **[name of new broker representing the agency]**, real estate broker, will be appointed to replace **[name of broker who has ceased or will cease his activities]**.

Or

☐ Terminate the brokerage contract. I understand that my brokerage contract will be terminated accordingly upon receipt of this form.

 Signature of client

 Date

If necessary based on what is indicated in brokerage contract No. **[brokerage contract number],** my spouse, **[name of spouse]**, concurs in this notice.

 Signature of spouse

 Date

Thank you for returning this form to: **[address of agency 1]**