**Brokerage contract concluded within the same agency**

**One of the brokers is leaving his agency (which is not ceasing its activities)   
to act for another agency or on his own account**

*Note: The sending mechanism is applicable as soon as a co-listing broker leaves to act on behalf of another agency or to act on his own account.*

**[Date]**

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

Address

City (Québec)

Postal code

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

Dear Client,

Please note that as of **[date], [name of broker]** will cease his activities on behalf of **[name of agency 1]** and will henceforth carry on his activities **[on behalf of (name of agency 2) OR on his own account]**.

The section entitled: “CHANGE AFFECTING THE AGENCY OR THE BROKER BOUND BY A BROKERAGE CONTRACT” of the OACIQ brokerage contract form that you signed with **[name of agency 1]** 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 among the options provided in the attached form and return it to us no later than **[same date as first paragraph]**. If we do not receive your choice before that date, your brokerage contract will be automatically terminated.

**[salutation]**

**[signature]**

**Form sent on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 only with the broker who remains with the agency currently representing me.**

Therefore, I understand that I will continue doing business only with **[name of agency 1]** **represented by [name of broker who remains with agency 1]** and, if applicable, a broker that this agency will appoint. As of **[date]**, the contract will continue only with this agency. All other terms and conditions outlined in brokerage contract **[brokerage contract number]** will remain unchanged.

☐ **Continue doing business with the same brokers**

Therefore, I understand that I will continue doing business with both **[name of agency 1]** **represented by [name of broker who remains with agency 1]** and **[name of broker who leaves agency 1]**, who will henceforth act **[on his own account or on behalf of (name of agency 2)]**.As of **[date]**, the brokerage contract will continue with these persons. All other terms and conditions outlined in brokerage contract **[brokerage contract number]** will remain unchanged.

Or

☐ **Continue doing business only with the broker who left the agency**

Therefore, I understand that I will continue doing business only with **[name of broker leaving agency 1]**, who will henceforth act **[on his own account or on behalf of (name of agency 2)]**. As of **[date]**, the brokerage contract will continue with this person. All other terms and conditions outlined in brokerage contract **[brokerage contract number]** will remain unchanged.

Or

☐ **Terminate my 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]**