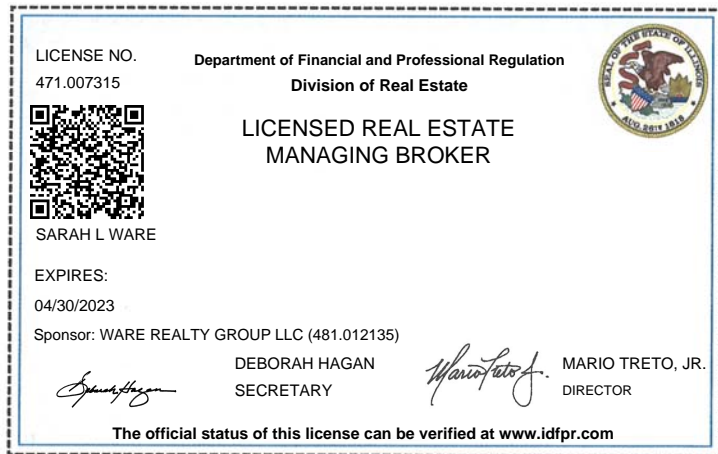




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For future reference, IDFPR is now providing each person/business a unique identification number, 'Access ID', which may be used in lieu of a social security number, date of birth or FEIN number when contacting the IDFPR. Your Access ID is: 3339497



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## TERMINATION INSTRUCTIONS FOR BROKER / MANAGING BROKER/LEASING AGENT

If a broker, managing broker or leasing agent has terminated employment with your office, please submit the following to the Department of Financial and Professional Regulation:

1. Photocopy of the terminated license that has been signed and dated by the managing broker. Keep a copy of the terminated license for your records.
2. Return the license to the licensee.

If you are unable to provide a copy of the terminated license, please submit a written request to terminate the license including the following information:

1. Name and license number of the sponsoring firm.
2. Name and license number of the licensee being terminated; and
3. Date of termination
4. Provide licensee with a copy of the letter and maintain one for your records.

## INSTRUCTIONS FOR A CHANGE OF MANAGING BROKER

If the managing broker of the office/firm has changed, please submit the following to the Department of Financial and Professional Regulation:

Return the license with a letter advising this office of the change in managing broker and effective date.

The fee for a change of managing broker is \$25.00.

Department of Financial and Professional Regulation  
320 West Washington, 3rd Floor  
Springfield, Illinois 62786  
1-800-560-6420