**Section 160.180 Office and Office Hours**

Every licensee shall maintain a place of business or website to which the general public shall have free access and where all obligations shall be payable.

a) Except as authorized by the Department, each licensed office shall be open not less than three consecutive hours, between 8:00 A.M. and 6:00 P.M. on every business day, except Saturdays, Sundays and legal holidays, during the term of the license, and the licensee shall file with the Department a schedule of the hours during which the licensee elects to keep the office open, provided that any licensee may keep the office open for any period the licensee sees fit, in addition to the hours listed in such schedule.

b) Whenever a licensee desires to change the schedule of hours during which the office shall remain open, the licensee may do so upon filing with the Department a new schedule setting forth the changes at least three days before the change shall go into effect. The schedule of hours shall be prominently displayed in the licensee's place of business.

c) If any payment shall be due on any obligation to such licensee on any closed day, then such payment shall be considered for all purposes, including the computation of interest or charges, as having been received on any closed day, if such payment shall be received, whether through the mails or otherwise, at any time before the closing of business on the next regular business day following such closed day.

d) The license of each licensee and the license renewal certificate shall be prominently displayed in the licensee's place of business and website.

e) Whenever a licensee changes the place of business to a location other than that set forth in his license, he shall submit his license to the Department for change of address 10 days before he intends to occupy new quarters. The relocation fee of $500 shall accompany the license.

(Source: Amended at 47 Ill. Reg. 9324, effective June 20, 2023)