**Section 1480.140 License Extension upon the Death or Disassociation of Partner**

a) A partnership shall submit written notice on a form containing the information prescribed by the Commission or in the form of a letter to the Commission. Incomplete or incorrect written notices shall be refused or rejected by the Commission. If the partnership submits the written notice in the form of a letter, the letter shall provide, at minimum, the following information:

1) Full legal name of the partnership;

2) Business address of the partnership;

3) Business telephone of the partnership;

4) Identifying number of the license;

5) Full legal name of the deceased or disassociated partner;

6) Full legal name of every partner;

7) Address of every partner;

8) Telephone number of every partner;

9) Date of death of the deceased partner or date of disassociation of the disassociated partner;

10) Brief statement requesting extension; and

11) Notarized signature of the notifying partner.

b) In case of death of a partner, the partnership shall submit, along with the written notice, a copy of the deceased partner's death certificate.