

**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION**

1179 Fairview Drive, Suite E * Carson City, NV 89701-5453 * (775) 687-4280
2501 East Sahara Avenue, Suite 102 * Las Vegas, NV 89104-4137 * (702) 486-4033
e-mail: realest@red.state.nv.us http://www.red.state.nv.us

INSTRUCTIONS FOR BROKER LICENSE
ALL BROKER APPLICANTS

The financial that accompanies a broker application or a status change must be pre-approved. All financials are confidential and must be communicated by the applicant only. Form 558 provides the details on the financial process. Applications may be submitted to the division by mail or in person. If submitting in person, your transaction must be received by 4:00pm. Applicants with additional licenses (3 or more) must schedule an appointment with the Nevada Real Estate Division (NRED) licensing section.

BROKER BUSINESS OPTIONS:

- DOMESTIC AND FOREIGN CORPORATION** (NRS 78 or 80):** Provide certified copy of the Articles of Incorporation filed with the Nevada Secretary of State. Copy of the current list of officers. If a Fictitious name is filed under the Corporation, please supply the division with a copy of the DBA filing from the County clerk's office. Include a copy of the corporate minutes showing the appointment of licensee to the office he/she holds within the Corporation. All Corporate brokers must be an officer of the corporation such as President, Secretary, or Treasurer. Corporations register with the Nevada Secretary of State at www.sos.state.nv.us
- LIMITED LIABILITY COMPANY** (NRS 86):** Provide the certified copy of the Articles your company filed with the Secretary of State in Nevada. Attach a registered the list of members/managers. The Nevada Broker must be listed as manager. Limited Liability Companies register with the Nevada Secretary of State at www.sos.state.nv.us
- INDIVIDUAL /SOLE-PROPRIETOR** (NRS 602):** You may choose to use your personal name or a fictitious name for your company. Fictitious Firm names are filed with Clark County at <http://www.co.clark.nv.us/#> . Submit a copy of the certified fictitious name filing registered with the County Clerks office.
- PARTNERSHIP or a LIMITED PARTNERSHIP COMPANY**:** (NRS 87 or 88): Copy of the partnership agreement filed with the Secretary of State. Broker must be named as a partner. Partnerships register with the Nevada Secretary of State at www.sos.state.nv.us.

ATTACHMENTS and REQUIREMENTS:

- OFFICE:** Office must be accessible to the public. You must be able to post a business sign conspicuously during business hours. Indicate the **Nevada** location address of the office on your Status Change [form 507](#), Reinstatement [form 544](#), an Original application [form 549](#), or a Dual license application [form #533](#). Brokers must be able to physically visit their office at least every 30 days. (***Gated communities are not public accessible. Applicants must be in compliance with these regulations NAC 645.615 and NAC 645.627 and these statutes NRS 645.530, 645.550, & 645.560***)
- RECORDS:** Please complete [form #512](#). Transactional records must be kept in the state of Nevada for 5 years. (***NAC 645.655***)
- TRUST ACCOUNT:** All applicants must complete [form 513](#).
- EXPERIENCE:** Proof of two of the last four years full-time/active experience is required for new Broker applicants and Broker Salespersons obtaining a Broker license.
 - a)** If the applicant **has held a Nevada Broker's license**, the verification [form 509](#) and license history is **not** required.
 - b)** If the applicant holds a current out-of-state Broker's license, an original current certified license history; issued by the state you hold a real Estate license is required. The history must be dated within the past 90 days.
 - c)** If the licensee holds a Nevada Salesperson or Broker/Salesperson's license, they must submit an employment verification [form 509](#) signed by the employing Broker.
 - d)** If the applicant holds an out-of-state Salesperson, Broker Salesperson, or Associate Brokers real estate license, then submit a completed experience verification [form 509](#) signed by the employing Broker, and an original certified license history dated within the past 90 days.

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FORMS:

REQUIRED FORMS: (a-d)

- a) New applicants*:** Complete an original licensing application [form 549](#); Business name request [form 557](#), certified license history unless the experience was with a Nevada Real Estate license; location of records [form 512](#); the financial [form 558](#); and an Authorization to Inspect Records [form 513](#). Applicants with experience not as a “broker” are required to submit the [509 form](#) and license history as verification for the required broker experience. If you hold a current Nevada Salesperson license, you are required to attach the license with the Termination [form 505](#) signed by your current broker.
- b) Status change*:** Broker/Salesperson changing to Broker: Complete the change [form 507](#); Business name request [form 557](#), location of records [form 512](#); financial [form 558](#), and an Authorization to Inspect Records [form 513](#); Applicants with experience not as a “broker” are required to submit the [509 form](#); a termination [form 505](#) with the original license attached.
- c) Status change*:** Broker changing to or opening another Brokerage: Complete [form 507](#), Business name request [form 557](#), complete a “Location of Records/broker disassociation” [form 512](#), and attach the original license. Corporate brokers must include a resignation letter or corporate minutes accepting the resignation. Return all licenses associated with your broker license. You may obtain a list of licensees associated with your broker license from the NRED. Email address realest@red.state.nv.us.
- d) Dual license:** For a Corporate Broker, LLC Broker, or Individual Broker licensee who wishes to apply for an additional license must apply for the opposite broker type on a specific form supplied by the division, the Dual license application [Form #533](#), Business name request [form 557](#), Location of records [form 512](#); Financial [form 558](#), and an Authorization to Inspect Records [form 513](#); **see allowable license combination types on the next pg.**

CURRENT BROKER LICENSE TYPE AND 2ND LICENSE TYPE ACCEPTED:

LLC - 2nd license as INDV
CORP - 2nd license as INDV

INDV - 2nd license as PTNR
PTNR - 2nd license as INDV

INDV - 2nd license as LLC
INDV - 2nd license as CORP

Disclaimer: Each application is reviewed on a case-by-case basis. The information above is a summary of requirements. We encourage the Nevada broker applicants to review the statutes and laws that govern your license. Real Estate Division may require or request additional forms and documents and reserves the right to request such documents at any time during the transaction process.