

New Fees Effective July 1, 2011

**INSTRUCTIONS FOR THE RENEWAL OF A
REAL ESTATE LICENSE AND PERMIT**

- **FORM:** Complete Form 580 for the renewal of a real estate license, property manager permit, or business broker permit. Renewals may be submitted 45 days or less in advance of the renewal date.
- **DELIVERY:** Renewal applications must be post-marked and mailed, hand delivered, or completed on-line by the expiration date of your license or permit.
- **PAYMENT:** Payments may be made in the form of cash in the exact change or a check, cashier's check, or money order to the Nevada Real Estate Division or NRED.
- **EDUCATION:** Completion of Continuing education or the Post-licensing course is required for the renewal of an **active** real estate license. Business broker and property manager permits require 3 hours of continuing education regardless of status. Copies or original education certificates are accepted. The Division does **not** make copies of education certificates. Locate the education requirements on the Division's website. See the link below.
- **NON-RESIDENTS:** Complete Form 656 if you became a non-Nevada resident during your renewal period.
- **LATE RENEWAL:** Real Estate licenses on an *EXPIRED* status may take up to one year from the renewal date to pay the renewal fee and a late penalty to avoid permanent closure and reapplication. Permits are closed immediately upon non-renewal with the license and must reapply.

Do not know your license number, renewal date, or status? Check out this link to the Division's website and conduct a "look-up license" search. <http://red.prod.lookup.nv.gov/>

Education requirements are located at this link: http://www.red.state.nv.us/realestate/re_renewals.htm

List of Educational institutions are located at this link: <http://www.red.state.nv.us/Education/education.htm>

**RENEWAL APPLICATION
BROKER, BROKER SALESPERSON, OR SALESPERSON LICENSE
BUSINESS BROKER AND PROPERTY MANAGER PERMIT**

Real Estate License number: _____ Expiration Date: _____

Property Manager Permit: PM. Business Broker Permit: BUSB.

Name (Please print): _____
(First, Middle, Last)

Personal Address : _____
(Street, Apt or Ste no., City, State, Postal code)

Mailing address: (If different from residence): _____

Phone: () _____ Email address: _____

ACTIVE ONLY

Company Name: _____

Company Location: _____

TOTAL FEE:	Renewal Fees: Effective July 1, 2011	Penalty Fees: (late fee) Effective July 1, 2011
\$ _____	<input type="checkbox"/> \$360 - Salesperson <input type="checkbox"/> \$440 - Broker/Salesperson & Broker <input type="checkbox"/> \$40 - Property Manager Permit <input type="checkbox"/> \$40 - Business Broker permit	<input type="checkbox"/> \$140 - Salesperson <input type="checkbox"/> \$180 - Broker/Salesperson & Broker

REQUIRED FOR ALL LICENSES

1. YES NO Have you been convicted of a misdemeanor, gross misdemeanor, or felony within your renewal period?
If you answered yes, attach an explanation and appropriate court documents.

CHILD SUPPORT

2. PURSUANT TO NRS 645.358, THE FOLLOWING STATEMENT MUST BE ANSWERED AND SIGNED. Check **ONE** box only.

- I am NOT subject to a court order for the support of a child.
- I am subject to a court order for the support of one or more children and AM IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.
- I am subject to a court order for the support of one or more children and NOT IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.

APPLICANT SIGNATURE

- ❖ I hereby certify under penalty of perjury that the answers contained in this application are true and correct.
- ❖ I understand that if I am subject to a court order for support of one or more children and I am not in compliance with that order or plan, my application for license, certification or renewal of a license or certification will be denied.
- ❖ I further certify that I will faithfully comply with all the statutes and regulations of the State of Nevada pertaining to the conduct of real estate licensees in the State of Nevada.

Signature of applicant

Date