

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

788 Fairview Drive, Suite 200 * **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

REAL ESTATE LICENSE or PERMIT CHANGE FORM
For Broker Salesperson, Salesperson, Property Manager, and Business Broker

(BROKERS making changes submit form #507)

INSTRUCTIONS: Completion of this form is required before presenting to the Division. Incomplete or improper paperwork will be returned for completion. Please make copies in advance. Thank you.

1. The original license or permit must be received by the Nevada Real Estate Division (NRED) before submitting this form.
2. This form is accepted within 30 days from disassociation date or date of termination from the real estate broker. Submit form #544 (*reinstatement form*) when a license has been inactive for more than 30 days.
3. **Fees** are listed for each section, in each section below. Payment options are check, money order, cashier's check (*made payable to NRED*), or cash (*exact change*).
4. Complete only the areas that apply to this change.
5. All applicants are required to answer #7 when submitting this form.
6. Original signatures are required.

*Required - For division use only. Not sold publically.

Real Estate License#: _____ Business Broker or Property Manager Permit #: _____

Name on license: (Please print) _____
First *Middle* *Last*

Full Home address*: _____

Email address *: _____ Phone*: _____

1. \$20 CHANGE of BROKER/EMPLOYER/COMPANY--- Salesperson, Broker/Salesperson, or Business Broker

\$40.00 Required if changing employers for both a Real Estate license and a Business Broker permit.

Print Broker's name: _____ Broker lic. #: _____

Company name: _____ Business Phone: _____

Company address: _____

[The division must receive the termination form #505 prior to or along with this form and the original license. Submit form #544 if the termination date was more than 30 days old.]

2. \$20 PERSONAL NAME CHANGE: Submit a copy of court document (i.e. divorce decree or marriage certificate).

List name on your current license at the top and list new name here. See #3 for a professional corporation or LLC.

New Name: _____
First *Middle* *Last*

[Submit the original license]

3. \$20 STATUS CHANGE: BROKER to BROKER SALESPERSON

[Submit the original license.]

4. §20 A PROFESSIONAL CORPORATION OR LLC STATUS--Salesperson or Broker/Salesperson. NRS 645.387.

Check one box : ADD REMOVE

Please submit a copy of the certified articles. Filing date: _____ Expiration date: _____

Secretary of State PC, LLC or PLLC #: _____

Full registered PC, LLC, or PLLC name: _____

[Submit a copy of the chapter 86 (Limited Liability Company), or chapter 89 (Professional Corp), or both for the PLLC (Professional Limited Liability Company) filed with the Nevada Secretary of State and your original license. Your registered company name with the Nevada Secretary of State (www.sos.state.nv.us) must be your legal individual name indicated on your Nevada Real Estate license. You may choose to add PLLC, LLC, PC, CHTRD, OR LTD to the name registered with the Nevada Secretary of State.]

5. §20 MANAGER CHANGE: Owner/Developer SALES MANAGER or Designated OFFICE MANAGER

Check one box here and one below: ADD STATUS REMOVE SALES MANAGER or DESIGNATED STATUS

Broker Salesperson to Broker Salesperson-SALES MANAGER (for an owner/developer)

Broker Salesperson to Broker Salesperson-OFFICE MANAGER (for a Brokerage) -- Authority NO Authority

[When adding; please submit the original license and the experience verification form #509 unless you were licensed as a Broker. When removing; please submit the original license. Broker salesperson will not be allowed to sign division forms without the consent of the Broker. Please check "Authority" box to authorize the BS.MGR signature on division forms and the ability to hire and release Real Estate licenses.]

6. §20 STATUS CHANGE: to DESIGNATED PROPERTY MANAGER or DESIGNATED BUSINESS BROKER

Check one box here and one below: ADD STATUS REMOVE DESIGNATED STATUS

Business Broker to DESIGNATED BUSINESS BROKER

Property Manager to DESIGNATED PROPERTY MANAGER

[When adding; please submit the original license and the experience verification form #509 unless you were licensed as a Broker. When removing; please submit the original license]

7. APPLICANT:

NO YES 1. Have you had any disciplinary sanctions imposed by any real estate regulatory agency or commission within the past 5 years?

NO YES 2. Have you been convicted of a misdemeanor, gross misdemeanor, or felony since the last renewal of your Real Estate license?

If Yes, licensees are **REQUIRED** to either attach a written explanation and the final disposition document or a brief written explanation (only) if the discipline was imposed by the Nevada Real Estate Commission.

X _____ DATE _____
Signature of salesperson or broker/salesperson

8. BROKER:

This is to verify that I, _____ am a duly licensed Broker, Owner/Developer, Sales Manager, or Office Manager (with authority pursuant to NRS 645) registered in Nevada with the Department of Business and Industry, Real Estate Division. It is my present intent to employ or associate with me the licensed Salesperson or Broker Salesperson, (print name) _____. I will exercise careful supervision over his/her real estate activities while he/she is associated with or employed by me.

X _____ DATE _____
Original Signature of Broker, Sales Manager, or Office Manager required.