

**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

**INSTRUCTIONS**  
**FOR THE REAL ESTATE LICENSE OR BUSINESS BROKER PERMIT**  
**TERMINATION**

**RESPONSIBILITY OF BROKER OR DEVELOPER:** The *BROKER, SALESMANAGER of DEVELOPER*, or *AUTHORIZED REAL ESTATE OFFICE MANAGER* of the Salesperson, Broker Salesperson, or Business Broker is required to complete the Real Estate termination form #505. Please attach a separate form for each license type.

**THE SUBJECT LICENSEE:** The license holder acknowledges the termination date with his/her original signature. In lieu of licensee's signature, the employer must attach a *COPY (not the original)* of the notification sent to the licensee. A sample notice is located on page two of this form.

*To change employers, 30 day deadline:* Complete and submit the Real Estate Change form [#504](#).

*Voluntarily inactivate, 30 day deadline:* Complete and submit form [#506](#).

*To activate an "Inactive" license:* Complete the Real Estate Reinstatement form [#544](#).

**DELIVERY:** It is the responsibility of the broker or developer to deliver this form to the Nevada Real Estate Division either by mail or hand delivery. Salespersons and Broker Salespersons **REQUIRE PERMISSION** from the Broker to deliver their real estate license directly to the division. The employer may grant permission to **any person**. The division will accept this form from the person named in the HAND DELIVERY INSTRUCTIONS on page two.

**DEADLINE:** The thirty (30) day deadline begins with the termination date written on the 505 form. The Division must receive the completed 505 form within **TEN (10) CALENDAR DAYS**. ([NRS 645.580\(1.a\)](#)) Post-marked dates are **NOT** accepted.

**ATTACHMENTS:** The return of the ORIGINAL license or permit is required. Please attach the license or permit to this form. In the case of a lost or misplaced license or permit, the division accepts a letter of explanation signed by the employer. Include a promise to return the license or permit if found. ([NAC 645.355](#)).

**MILITARY:** Pursuant to [NRS 645.600](#), licensees receiving orders to serve our military may request to place their license on Voluntary Inactive/Military status by checking the box provided on form #505. A license on military status will not expire and a renewal fee will not be assessed.

Upon return from active military duty, the license may remain on military status for up to six (6) months. You may elect to reinstate to and active status by the completion and submission of a reinstatement form [#544](#), attach a copy of your discharge orders, and pay a \$20 fee.

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**REAL ESTATE LICENSE OR BUSINESS BROKER PERMIT TERMINATION**

**Termination Date:** \_\_\_\_\_ **License Number:** \_\_\_\_\_  
*mm/dd/yy*

**Name of Licensee:** \_\_\_\_\_ **Email address:** \_\_\_\_\_  
*Please print*

**Residence Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
*No. & Street City State Postal code*

**Full-Time**     **Part-Time**    Please check one box. Full-time = 30 hours or more per week.

*Circumstances surrounding discharge or termination of employment:*  
\_\_\_\_\_

**MILITARY.** Check the box if returning the license due to military leave. Attach a copy of the military orders. ([NRS 645.600](#))

I hereby acknowledge that I have notified the terminated licensee of this action within the 10 day deadline pursuant to the provisions of NRS 645.580.

\_\_\_\_\_  
*COMPANY NAME*

**X**  
\_\_\_\_\_  
*Original signature of Broker, Broker Salesperson-Sales manager, or Broker Salesperson-Office Manager*

**X**  
\_\_\_\_\_  
*Signature of Terminated Licensee*

**HAND DELIVERY INSTRUCTIONS**

**Name of person delivering the license to the division:** \_\_\_\_\_

By signing below, I grant the person named above, to deliver the attached license or permit to the Real Estate Division. I acknowledge that the delivery of the real estate license or business broker permit is within the ten day deadline and is my full responsibility regardless of the delivery option I choose.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Original signature of Broker, Broker Salesperson-Sales manager, or Broker Salesperson-Office Manager*

**YOUR COMPANY INFORMATION HERE**  
*(sample letter)*

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to notify you that I have turned in your real estate license to the Real Estate Division with a termination form.

You have 30 days from the date on the termination to change to another broker or change your license status to voluntary inactive.

Please note: Should your license go past the thirty (30) day time period, the Division will inactivate your license.

Please contact the Real Estate Division for further information regarding the termination of your license and reactivation requirements should you pass the thirty day time period.

Date on termination form: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
*Broker Signature*

License Number \_\_\_\_\_