

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

3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102 * (702) 486-4033
e-mail: realest@red.nv.gov * <http://red.nv.gov/>

INSTRUCTIONS FOR A NEVADA APPRAISER

INTERN REGISTRATION APPLICANT

- FORM:** Complete and submit form 539 by mail or in person at the Nevada Real Estate Division. Incomplete forms, missing or inaccurate documents, and/or missing application fee will result in the return of the application.
- CRIMINAL HISTORY:** Attach one fingerprint card and cashier check or money order in the amount of \$36.25 and made payable to the Department of Public Safety or submit an approved vendor verification form. The verification form must be dated within a ninety (90) day period immediately preceding application for licensure or certification. Obtain a list of vendors from the division website listed above, [Form 619](#).
- EDUCATION:** Attach a copy of the education certificates or transcripts consisting of pre-licensing courses approved by the Nevada Commission of Appraisers. Education certificates or transcripts may be 5 years old or less.

Applicants and the supervising appraiser **MUST** complete the Supervisor/Trainee course prior to submitting an application. This course is only required to be taken once.

- 30 hours of basic appraisal principles;
- 30 hours of basic appraisal procedures;
- 15 hours of National USPAP;
- 3 hours of Nevada Law.

- FEE: \$290.00** - Fees are accepted in the form of cash in exact change or checks, cashier checks, or money orders made payable to the Nevada Real Estate Division. Credit cards are accepted for in person counter transactions.
- NON-US CITIZENS:** Please provide proof of eligibility to work in the United States. Pending eligibilities will not be accepted. Copies of documents produced by the Department of Immigration and Naturalization are accepted and may be enlarged.
- NON-NEVADA RESIDENTS:** Complete and attach the Consent to Service of Process [Form 656](#).
- PICTURE:** Please attach a current picture on page #3.
- FINGERPRINT BACKGROUND WAIVER:** Complete the Nevada Department of Public Safety waiver form attached to the appraiser intern application.

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**REAL ESTATE APPRAISER
INTERN REGISTRATION APPLICATION**

*Only information deemed by law to be confidential shall be confidential (SSN, exam results, background investigation results). Most information provided by an applicant for licensure is public information and must be provided upon request. By policy, the Real Estate Division shall post (via the web site) and sell licensee lists which include the licensee's name, business address (even if same as home address), and business telephone number.

FEE: \$290.00 (Forms of payment: check, money order, or cashiers check made payable to NRED or cash in exact amount)

1. Name of Applicant: _____
Last *First* *M.I.*

Residence Address*: _____
Street *City* *State* *Zip*

Mailing Address: _____
Street or P.O. Box *City* *State* *Zip*

Home Phone: _____ Business Phone: _____

Date of Birth: _____ Social Security Number*: _____

Email address*: _____ Country Citizenship: _____

2. Employment History: Include previous 5 years

DATE	OCCUPATION	BUSINESS NAME AND ADDRESS

3. Investigation information: If your answer is YES to any of the following questions, attach the order of the court as a result of the proceedings. On an attached sheet, write a full detailed explanation, including dates, location, incident that caused the charge to be filed, and any other pertinent information.

Yes No

- a. Have you or any business in which you are or were an owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional or occupational license?
- b. Has any license issued to you or any partnership or corporation of which you were a member or officer by any public authority been suspended or revoked?
- c. Has a surety company declined to be surety on any bond written on you in the two years prior to the date of the application?

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Yes No 3. Investigation information continued

- d. Have you *ever* been convicted of a felony, gross misdemeanor, or misdemeanor?
- e. Have you *ever* been convicted of, or are you under indictment for, or have you entered a plea of guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or any crime involving moral turpitude?
- f. Are you presently on parole or probation or paying any restitution?
- g. Have you ever filed bankruptcy or has bankruptcy been filed against you? If filed within 7 years from the date of this application, please provide a copy of the discharge.
Date of discharge _____.

4. CHILD SUPPORT DECLARATION FOR NRS 425.520

Please indicate in the appropriate box below which **one** of the provisions apply to you. Your application for the issuance of this license will be denied if you do not complete this section.

- 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.

5. DECLARATION: Signature of applicant-NRS 53.045

I, (print name) _____, hereby, under penalty of perjury declare that the answers contained in this application are true and correct; and 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;
- 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;
- That by signing this application I authorize any person or institution to which reference is made by me in connection with the application to release or divulge to the Real Estate Division any information in the possession of such person or institution regarding me.

Applicant's signature: _____ Date: _____

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PICTURE: Please place your current picture, 2" or larger, in the section below.

6. ACKNOWLEDGMENT OF INTENT TO EMPLOY

Supervising Appraiser name: _____ Certificate number: A.

Business Name: _____

Business Address: _____
Street City State Zip

Mailing Address: _____

I, _____ certify that I am a duly licensed Appraiser on active status with the Nevada Real Estate Division of the Department of Business and Industry, and that it is my present intent to employ or associate with me _____ (name of Intern) the within-named intern appraiser, applicant, and that if a registration card is issued I will exercise careful supervision over his/her appraisal activities while he/she is associated with or employed by me.

Signature: _____ Date: _____

STATE OF _____ SS. COUNTY OF _____

This instrument was acknowledged before me on _____ date, in the possession of applicant or by,

(Print name of person who presents the document)

 X
Signature of Notarial Officer

(Notary stamp)

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**REPORT OF EXISTENCE OF NEVADA BUSINESS LICENSE
Pursuant to NRS 645C**

All applicants MUST complete this section. Please select ONE option.

I have a Nevada business license number assigned by the Nevada Secretary of State upon compliance with the provisions of NRS Chapter 76.

My Nevada business license number is: _____

I have applied for a Nevada business license with the Nevada Secretary of State upon compliance with the provision of NRS Chapter 76 and my application is pending.

I do NOT have a Nevada business license number.

The Real Estate Division is not the arbiter of determining whether the applicant needs a business license. Information about the Nevada business license can be found on the Secretary of State's website at: <http://nvsos.gov/>