

**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/>

**PROPERTY MANAGEMENT PERMIT APPLICATION
INSTRUCTIONS**

NEW APPLICANTS

A Nevada Real Estate license is required prior to applying for the Property Manager Permit. The Property Manager application will not be accepted along with the original application for a real estate license.

You must receive your Nevada Real Estate license prior to submission of the Property Manager permit application Form 545.

FEE AND ADDITIONAL DOCUMENTS:

1. Complete form 545.
2. Attach a copy of the 24 hour pre-licensing property manager education certificate.
3. Provide proof of passing the property manager state exam. The original certificate is required and must be dated within one year of your property manager application, submission date, to Nevada Real Estate Division (NRED).
4. An application fee of \$40.00 paid in cash in exact change, checks or money orders made payable to NRED, or credit card for in person transactions.
5. Submit the complete application and supporting documents by mail or in person to the Las Vegas office.

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**PROPERTY MANAGEMENT PERMIT APPLICATION
(NRS 645.6052)**

***Only information deemed by law to be confidential shall be confidential (SSN, exam 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.**

\$40.00 fee-Cash in exact change or checks and certified funds made pay able to the Nevada Real Estate Division or NRED.

1. Applicant Information: Real Estate License number: _____

Applicant name: _____
First Name Last Name (Suffix)

Residence address*: _____
Number and Street City State Zip Code

Email address*: _____

Cell/home phone*: _____

Mailing address: _____
(If applicable) PO Box or Number and Street City State Zip Code

2. PERSONAL HISTORY*: If you answered YES to any question below; you are required to attach a copy of the final outcome document that was issued by the court or agency that rendered the decision and (in addition) write your personal explanation of the incident(s). Only write on this page in areas where provided. The required additional documentation must be attached.

No Yes

- 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 an application for any type of license been denied?
- D.** 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?
- E.** Have you ever been charged with or arrested for a felony, gross misdemeanor, or misdemeanor?
- F.** Have you ever been convicted of a felony, gross misdemeanor, or misdemeanor?
- G.** Have you ever been permitted to change your plea of guilty or had a criminal conviction reversed, or had a judgment or verdict vacated?
- H.** Have you ever received an executive pardon?
- I.** 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?
- J.** Are you presently on parole or probation or paying any restitution?
- K.** Have you ever filed bankruptcy or has bankruptcy been filed against you?
Bankruptcy chapter _____ Date of discharge _____
(Document of the court not required for bankruptcies older than 7 yrs)

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3. CHILD SUPPORT: 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. NRS 645.358

PLEASE CHECK ONE BOX:

- 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.

4. DECLARATION: 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.

Signature of Licensee

Date

5. DESIGNATED PROPERTY MANAGER and BROKER/PROPERTY MANAGER: The Real Estate Broker or Designated Property Manager must complete the following information.

- I, _____ (broker name), declare, under penalty of perjury, that I am a duly licensed Nevada Real Estate broker for _____ (company name), and all registrations and licenses are in good standing.
- It is my present intent to employ or associate with me _____ the within named applicant for a Nevada Property Manager permit.
- By signing this document, I declare that I will exercise careful supervision over his/her real estate and property management activities while he/she is associated with or employed by the company named above.

*PM # _____

Signature of the Designated Property Manager (if applicable or write N/A)

Real Estate license number of the Nevada Real Estate Broker

X _____
Original signature of Broker - required

**Enter the Real Estate license, and Property Manager permit number of the Broker. If the broker has designated a Broker Salesperson as designated Property Manager, please enter their property manager information and obtain the designee's signature in addition to your signature.*

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

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/>