

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/>

**COMMUNITY MANAGER and PROVISIONAL
COMMUNITY MANAGER CERTIFICATION
CHECKLIST AND APPLICATION**

- APPLICATION:** Residents and non-residents 18 years or older, may apply with a completed application Form 559, delivered by mail or in person, to the Nevada Real Estate Division at either location address listed above. Attach the documents listed below to the application with a fee of **\$300.00**. Payments may be made by check, money order, cashier's check, cash in exact change, or credit cards for in person transactions. Please make checks payable to the Nevada Real Estate Division or NRED.

- FINGERPRINT CARDS:** Applicants must submit one hard copy card. Complete the entire top portion in black ink and attach a **\$23.50** cashier's check or money order made payable to **Department of Public Safety (DPS)**. Personal or company checks, or cash will not be accepted by DPS.

- NON-US CITIZENS:** Please provide proof of eligibility to work in the United States. Copies may be enlarged.

- EDUCATION:** An applicant must have successfully completed at least 60 hours of instruction in courses in the management of a common-interest community that have been approved by the CIC Commission. Provide a copy of a transcript or school certification.

- EXPERIENCE:** Experience is required for a full Community Manager Certification (*Provisional Community Managers – experience is not required*). Submit the completed Service Verification form located on page #6, Document #8.

- EXAM:** For exam scheduling, contact Pearson VUE testing service: <http://www.pearsonvue.com/nv/realestate/>, or call: (888) 248-8055.

- NEVADA CRIMINAL HISTORY RECORD:** Complete the Nevada Department of Public Safety DPS-006 Form attached to the application.

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COMMUNITY MANAGER 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: \$300.00

Date: _____

Application for:
(please check one box)

Provisional Community Manager
 Community Manager

No Yes **ARE YOU A NEVADA RESIDENT?**

No Yes **ARE YOU A U.S. CITIZEN?**

If you checked no, please provide the country you hold Citizenship. _____
Non-United State Citizen must provide proof of the right to work in the US as an employee or independent contractor
Provide a copy of a current I.N.S. card, work permit card, or permanent resident, card. Clear readable copies accepted.

1. APPLICANT INFORMATION:

Full legal name: (Please print): _____
First Name Middle Last Name

Residence Address: _____
Number & Street City State Zip Code

Phone number: _____ Cell number: _____

Email address: _____ SS#: _____ DOB: _____

Include Mailing Address if different from your residence Address:

Mailing Address: _____
Number & Street City State Zip Code

2. BUSINESS AFFILIATION:

Business Name: (if applicable) _____

Business Address: _____
Number & Street City State Zip Code

Business Mailing Address: _____
Number & Street City State Zip Code

Phone: _____ Bus Email: _____

(For Provisional Community Manager applicants, business name and address must be the same as that of the Supervising Community Manager's certification.)

Division Use Only: Receipt # _____ Date: _____ Initials: _____

3. OCCUPATION: 10 years consecutive required. Please indicate unemployment dates if applicable. Attach additional sheets if needed.

Occupation	Company	City, State	From (m/d/y)	To (m/d/y)

4. BACKGROUND: Check appropriate box. Errors must be initialed.

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, or the application for a license been denied?
- 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?
- d. 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 _____.(MM/YYYY)
- e. Have you ever been convicted of a felony, gross misdemeanor, or misdemeanor?
- f. Are you presently on parole or probation or paying any restitution?
- g. 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?

*If you answer is **YES** to any of the questions listed above, attach the order of the court or agency which was rendered as a result of the proceedings. Submit a written statement addressed to the Nevada Real Estate division. Include the full details, including the location, dates, specific details of the incident, the initial charge, the final disposition, the court decision, the current status of any restitution, and current disposition. Provide complete court documents of the final outcome and receipts of payment(s) made. The division reserves the right to ask for any other pertinent information on an attached sheet.*

5. CHILD SUPPORT DECLARATION: (CHOOSE ONLY ONE STATEMENT)

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.

6. APPLICANT DECLARATION:

I hereby state under penalty of perjury that the answers contained in this application are true and correct, 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 certified Community Managers in the State of Nevada, that by signing this application, 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. I, by signing and filing this application, authorize any person or institute, to whom 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.

I, _____ State that I am the applicant named, that I have personally prepared the foregoing application, and that the statements made by me in this application are true under penalty of perjury.

Signature of applicant X _____

Verification upon oath or affirmation.

State of _____

ss. County of _____

Signed and sworn to (or affirmed) before me on _____, by _____.
(Date) (Print Name of Person making statement)

Seal

X _____
Signature of Notarial Officer

7. SUPERVISING COMMUNITY MANAGER: Please complete this form for a provisional Community Manager applicant only.

Name of Business (Company name where certificate holder is conducting his/her business.)

Location address (provide number, street, city ,state, zip)

Business mailing address (if different from business location address)

Business Telephone Number

ACKNOWLEDGEMENT: Supervisor Acknowledgement of Intent to Employ

This is to verify that I, _____, am a duly certified Community Manager on active status and registered with the Nevada Real Estate Division of the Department of Business and Industry. It is my present intent to employ or associate with me the within named Provisional Community Manager: _____. I will exercise careful supervision over his/her community management activities while he/she is associated with or employed by me.

(Print name of Supervising Community Manager)

(Original signature of Supervising Community Manager)

Nevada Certificate #: _____

Verification upon oath or affirmation.

State of _____

ss. County of _____

Signed and sworn to (or affirmed) before me on _____, by _____.
(Date) (Print Name of Person making statement)

Seal

X _____
Signature of Notarial Officer

8. SERVICE VERIFICATION FORM

Name of Applicant: _____
First Middle Last

Company (Firm) name where the applicant performed the services contained herein. _____ Phone number _____

Company physical location address: _____

Position applicant held while performing the duties described below. _____

Dates of active full-time service. Please provide full dates (mm/dd/yy). From: _____ To: _____

Please initial those services which the applicant for a Nevada Community Manager certification assisted or performed for a common-interest community:

Initials	
	Financial management of an association.
	Property and facilities management.
	Specific duties relating to the management of a common-interest community as provided in the 116 chapter.
	Governance of an association.
	Preparation of association related reports and correspondence.
	Building a sense of community within an association.

Please provide the total number of hours the applicant provided in the areas initialed above. _____ HOURS

By signing below, under the penalty of perjury, I hereby certify that the statements made herein are true and correct.

Print your name Signature Date

State of _____
ss. County of _____

This instrument was acknowledged before me on _____ date, in the possession of applicant named as follows:

Notary Seal

(Print Name of person who presents the document)

Signature of Notarial Officer

**REPORT OF EXISTENCE OF NEVADA BUSINESS LICENSE
Pursuant to NRS 116A.435**

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/>



To Obtain a Copy of Nevada Criminal History Records (DPS-006)

The Nevada Criminal History Repository provides personal criminal history record information for the State of Nevada *only*. We cannot provide information for other states or the Federal Bureau of Investigation (FBI). In order to obtain your State of Nevada record, or proof that one does **not** exist, please follow the instructions below.

Who may request a copy of Nevada Criminal History Record Information (or proof that a record does **not** exist).

- Only the subject of the identification record can request a copy of his or her own Nevada Criminal History Record Information.

Please follow the instruction below on how to request a copy of Nevada Criminal History Record Information (or proof that a record does **not** exist).

1. Complete the Identification File Request for Nevada Records of Criminal History Form, DPS-006 (PID) on page 3. Please note, if for a couple, family, etc., all persons must obtain their own packet and complete the DPS-006 form in its entirety.
2. Obtain proof of identity via 1 fingerprint card complete with name, date of birth (DOB), place of birth (POB), sex, race, height, weight, hair color, and eye color. Fingerprints should be placed on a standard fingerprint card FD-258. Please note that the fingerprint card must contain all ten fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions) and your signature must be on the card. Fingerprints must be taken, dated, and signed by a certified fingerprinting technician. Only an original card will be accepted, please do not submit copies or previously processed cards.
3. \$23.50 (US dollars) in the form of a money order or certified check made out to the Nevada Department of Public Safety.
 - Please be sure to sign where required
 - No personal checks or cash will be accepted
 - Must be for the exact amount
 - If for a couple, family, etc., please include \$23.50 (US dollars) for each applicant.

4. Please staple all of the items indicated in #1, #2 and #3 (listed above) together and return to the following address:

Department of Public Safety
Records, Communications and Compliance Division
333 West Nye Lane, Suite 100
Carson City, Nevada 89706

****NOTE*** If any of the above items are missing or incomplete, the request will be returned.*

All information required unless otherwise stated.

Type or Print legibly – unreadable documents may be returned.

Please allow approximately 45 days for processing, upon receipt by the Repository.

5. What you will receive when the process is complete:
 - State Negative Record Response – a letter indicating that no State of Nevada Record was found.

or

- State Positive Record Response – a letter indicating that a State of Nevada Record was located, along with the complete content of that record.

