

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

**FORM 560C – PROPERTY MANAGEMENT PRE-PERMIT EDUCATION  
COURSE APPLICATION (Classroom Only)**

*Course to Meet the Educational Requirements for a Nevada Property Management Permit*

Date \_\_\_\_\_

**Sponsor Information**

- 1. Name of school/sponsor: \_\_\_\_\_
- 2. Mailing Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_
- 3. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
- 4. E-mail: \_\_\_\_\_ URL: \_\_\_\_\_
- 5. Name(s) of school owner(s): \_\_\_\_\_
- 6. Type of School (College, University, Adult Education, etc.): \_\_\_\_\_

**Course Information**

- 7. Approval period: July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_
- 8. Permit: Property Management
- 9. Course Title: \_\_\_\_\_
- 10. PL#: \_\_\_\_\_
- 11. Course Fee: \$ \_\_\_\_\_
- \*12. Instructor Names: \_\_\_\_\_
- 13. Location(s) of Offerings: \_\_\_\_\_

**\*Submit a completed instructor application form [635](#) for each instructor applicant named above.**

- 14. Credit Hours Requested: \_\_\_\_\_
- 15. Number of Required Quizzes: \_\_\_\_\_
- 16. Number of Required Exams: \_\_\_\_\_
- 17. Minimum pass grade per test: \_\_\_\_\_
- 18. Final Pass Grade: \_\_\_\_\_

*Minimum pass grade per NAC 645: 75%*

*Attach a copy of each quiz and examination, with the answer key or correct answers marked.*

**19. Required Texts and Other Readings for Course:**

Title	Author	Publisher/Date

20. Course Objectives: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Retention of pre-permit records**

Sponsor verifies that attendance records will be retained in accordance with [NAC 645.404](#) at Sponsor's location address given below.

Written notice of any change in location must be given to the Real Estate Division, Education Section.

21. Address of location at which records will be held:

\_\_\_\_\_  
*(City, State, Zip)*

\_\_\_\_\_  
*(Printed Name of Authorized Records Custodian)*

\_\_\_\_\_  
*(Signature of Authorized Records Custodian)*

**Regulatory Compliance**

22. By signing and submitting this form to the Division, Sponsor agrees to comply with all Sponsor duties including, but not limited to, using:

- a. Attendance report form [740](#) or the information prescribed in the form; and
- b. Certificate of completion provided with course approval notification or the information prescribed in it.

Course application fee is \$100 per application. Total amount enclosed : \$ \_\_\_\_\_

"I declare under penalty of perjury under the laws of the State of Nevada that the foregoing is true and correct."

\_\_\_\_\_  
*(Print Name)*

Executed on \_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signature of person authorized to submit application)*

**INCOMPLETE SUBMISSIONS COULD RESULT IN DELAY OR DENIAL OF APPLICATION.  
COURSE APPLICATION FEE IS NON-REFUNDABLE.**

**PROPERTY MANAGEMENT PRE-PERMIT COURSE MODULE SHEET**  
([NAC 645.800](#))

<i>CLASS TOPIC</i>	<i>SESSION NO.</i>	<i>REQUIRED HRS</i>
<b><i>Section One</i></b>		<b><u>4 Hours</u></b>
Contracts for management services		
Leases of real property		
Applications to rent real property		
The Fair Credit Reporting Act, 15 U.S.C. §§ 1681 et seq.		
The Fair Debt Collection Practices Act, 15 U.S.C. §§ 1692 to 1692o, inclusive		
<b><i>Section Two</i></b>		<b><u>2 Hours</u></b>
Maintenance of records of money deposited in trust accounts		
The requirements for reporting to the Division set forth in Chapter 645 of NRS		
<b><i>Section Three</i></b>		<b><u>1 Hours</u></b>
Use of computerized systems for bookkeeping		
<b><i>Section Four</i></b>		<b><u>2 Hours</u></b>
Laws of State of Nevada governing property management		
<b><i>Section Five</i></b>		<b><u>2 Hours</u></b>
Disclosures required pursuant to NRS 645.252		
Disclosures related to environmental issues as governed by state and federal law		
<b><i>Section Six</i></b>		<b><u>5 Hours</u></b>
The Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq		
The Residential Landlord and Tenant Act as set forth in Chapter 118A of NRS		
The Nevada Fair Housing Law as set forth in Chapter 118 of NRS		
State and federal law governing unlawful discrimination based on sex, including, without limitation, sexual harassment		
<b><i>Section Seven</i></b>		<b><u>3 Hours</u></b>
Property management for a common-interest community as set forth in Chapter 116 of NRS		
<b><i>Section Eight</i></b>		<b><u>1 Hours</u></b>
The duties and responsibilities of a real estate broker, including the supervision of employees and real estate salesmen and real estate broker-salesman associated with the real estate broker.		
<b><i>Section Nine</i></b>		<b><u>2 Hours</u></b>
The maintenance of real property		
The health and safety of a tenant		
Fire insurance		
Rental insurance		
Disability insurance		
<b><i>Section Ten</i></b>		<b><u>2 Hours</u></b>
Management of commercial property		

**PROVIDE A 2-3 POINT TIMED CONTENT OUTLINE TO REFLECT INFORMATION IN MODULE SHEET.  
FOR TOPICS TESTED IN EXAM, GIVE APPROX. TIME (IN MINUTES) OR NUMBER OF ITEMS PER TOPIC.**

**Form 560C Checklist**

<b>Sponsor Checkbox</b>	<b>Check for all items that have been completed, are included or applicable before submitting application to the Division.</b>	<b>NRED Checkbox</b>
<input type="checkbox"/>	Sponsor Information completed	<input type="checkbox"/>
<input type="checkbox"/>	Course Information completed	<input type="checkbox"/>
<input type="checkbox"/>	Course objectives	<input type="checkbox"/>
<input type="checkbox"/>	Retention of Records – completed and signed	<input type="checkbox"/>
<input type="checkbox"/>	\$100 Fee	<input type="checkbox"/>
<input type="checkbox"/>	Form 560C completed, signed and dated	<input type="checkbox"/>
<input type="checkbox"/>	Course Module Sheet completed with timelines	<input type="checkbox"/>
<input type="checkbox"/>	Instructor Applications (resumes, licenses, certificates, etc.)	<input type="checkbox"/>
<input type="checkbox"/>	CPE License or Exemption	<input type="checkbox"/>
<input type="checkbox"/>	Timed 2 to 3 point Content Outline	<input type="checkbox"/>
<input type="checkbox"/>	Course Materials (plus videos/CDs as applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Sample Student Handouts	<input type="checkbox"/>
<input type="checkbox"/>	Sample Refund/Cancellation Policy	<input type="checkbox"/>
<input type="checkbox"/>	Description of physical facility	<input type="checkbox"/>
<input type="checkbox"/>	Copyright Authorization Letter (if applicable)	<input type="checkbox"/>
<input type="checkbox"/>	Exams, Quizzes and Answers	<input type="checkbox"/>

**Submit completed application, with materials and fee to:  
Education Section, Real Estate Division  
3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102**

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FOR NRED INTERNAL USE ONLY

Duplicate Course:  Yes  No CE# \_\_\_\_\_ Duplicate Title:  Yes  No CE# \_\_\_\_\_

Application complete and accepted:  Yes  No Date: \_\_\_\_\_ Initials: \_\_\_\_\_