

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

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**CHANGE FORM FOR A COMMUNITY MANAGER OR A SUPERVISING
COMMUNITY MANAGER**

INSTRUCTIONS:

- The Division must receive the original certificate and pocket card.
- Complete only the areas that are specific to this transaction and a fee of \$20.00 per section per certificate are required.
- Payments are accepted in the form of check, cashier's check, money order (made payable to NRED) or exact cash.
- All applicants are required to answer and sign section 4.
- Incomplete paperwork will not be processed and will be returned to you for completion.

Certificate number: _____ Date: _____

Name: (Please print) _____
First Middle Last (Suffix-if applicable)

Home address: _____

Phone: _____ Email address: _____

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- 1. \$20 CHANGE OF COMPANY NAME OR ADDRESS:** (Supervising Community Managers are required to attach a list of all Provisional Community Managers and their original certificates and apply the \$20 fee to each certificate.)

Company Name: _____

New Address: _____
Number, street, City, State, Postal Code

Mailing address (if applicable): _____

Business phone: _____ Email: _____

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- 2. \$20 STATUS CHANGE: CHECK ONE BOX.**

- a.** Provisional Community Manager to Community Manager.
- b.** Community Manager to Supervising Community Manager. (Include form 617)

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- 3. \$20 PERSONAL NAME CHANGE:** List the name on your current certificate at the top and list your new name here. Proof is required in the form of a Divorce decree, Marriage Certificate, or a Judgment issued by the court.

New Name: _____

4. SIGNATURE:

Have you had any disciplinary sanctions imposed by any regulatory agency or commission within the past 5 years?

NO **YES** (If Yes, attach a written explanation and the final disposition.)

SIGNATURE of Community Manager, or Supervising Community Manager

X _____.

Division only: Date: _____ Receipt: _____ Initials: _____

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/>