

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

**RETENTION OF COMMUNITY MANAGER
EDUCATION RECORDS**

(To be submitted with written notification of change of location)

Course : _____ CE #: _____

Sponsor: _____

Contact Person: _____ Telephone Number: _____

As a provider of community manager pre-licensing and continuing education approved by the Real Estate Division, the sponsor is required to maintain records of attendance as specified in [NAC 116A.230](#).

Submit one copy of the completed and signed retention of education records form for each approved course with your notification of change of location to the Real Estate Division at the Las Vegas address below.

Signature verifies that attendance records are kept in accordance with [NAC 116A.230](#) and are kept at the location stated below.

Each time a change in location occurs, a written notice must be given to the Real Estate Division, Education Section, with a completed records retention form for each approved course.

Business Name

Street Address *City* *State*

Printed Name of Custodian of Records *Title of Custodian of Records*

Signature of Custodian of Records *Date*

Date change of location will take/took effect: _____

**Send completed and signed form to:
Real Estate Division
3300 W. Sahara Ave., Suite 325 * Las Vegas, Nevada 89102**