

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102
(702) 486-4033 / realest@red.nv.gov / <http://red.nv.gov/>

INSTRUCTIONS FOR BROKER LICENSE
ALL BROKER APPLICANTS

Applications and status changes may be submitted to the division by mail or in person from 8:00am. to 4:00pm. **ONLY**. Applicants with additional licenses (3 or more) for broker, office, or name changes should mail the transaction into the Division.

BROKER ENTITY OPTIONS:

- DOMESTIC AND FOREIGN CORPORATION** (NRS 78 or 80):** Provide certified copies of the Articles of Incorporation and current list of officers. All Corporate brokers must be an officer of the corporation such as President, Secretary, or Treasurer. Corporations and officers must be registered with the Nevada Secretary of State at <http://www.nvsos.gov/>. If a Fictitious name is filed under the Corporation, please supply the division with a copy of the DBA filing from the County clerk's office.
- LIMITED LIABILITY COMPANY** (NRS 86):** Provide certified copies of Articles of Organization and current list of members/managers. The Nevada Broker must be listed as manager. Corporations and managers must be registered with the Nevada Secretary of State at <http://www.nvsos.gov/>. If a Fictitious name is filed under the Corporation, please supply the division with a copy of the DBA filing from the County clerk's office.
- INDIVIDUAL /SOLE-PROPRIETOR** (NRS 602):** You may choose to use your personal name or a fictitious name for your company. Fictitious Firm names are filed with the County Clerk's office, submit a copy of the filed fictitious name registration.
- PARTNERSHIP or a LIMITED PARTNERSHIP COMPANY** (NRS 87 or 88):** Provide certified copies of the Partnership Agreement. Broker must be a partner. Partnerships and partners must registered with the Nevada Secretary of State at <http://www.nvsos.gov/>. If a Fictitious name is filed under the Partnership, please supply the division with a copy of the DBA filing from the County clerk's office.

ATTACHMENTS and REQUIREMENTS:

- BUSINESS NAME:** Submit [Form 557](#) if applicable. Approval must be obtained **prior** to application.
- FINANCIAL:** Submit [Form 558](#) and a credit report with score dated within 30 days with application or status change.
- EXPERIENCE:** Submit proof of two of the last four years active/full-time experience on [Form 509](#). (Employing broker at the time **must** verify experience). If you are a broker provide a certified license history as proof dated within 90 days.
- RECORDS:** Submit the location of records [Form 512](#). Transactional records must be kept in the state of Nevada for 5 years. (**NAC 645.655**)
- OFFICE REQUIREMENTS:** Office must be located in **Nevada** and accessible to the public. You must be able to post a business sign conspicuously during business hours. Brokers must be able to physically visit their office at least every 30 days. **A home office location requires broker signature on [Form 508A](#), Broker Affidavit for Home Office Compliance.**

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STATUS CHANGE:

a) Broker/Salesperson changing to Broker:

1. Complete the change [Form 507](#) .
2. Complete a termination [Form 505](#) signed by the broker you are leaving along with the original license attached.
3. Submit additional requirements listed on page 1.

b) Broker to Broker:(Corporate to Corporate, or Corporate to LLC)

1. Complete the change [Form 507](#).
2. Corporate brokers must include a resignation letter or corporate minutes accepting the resignation.
3. Complete two location of records [Form 512](#), one for the existing company and one for the new company.
4. Return original license and or permit.
5. Submit additional requirements listed on page 1.

IF you have licensees affiliated with your brokerage, submit the following:

1. Complete a termination [Form 505](#) signed by both the agent & broker along with the original license attached.
2. Complete a [Form 504](#) for each agent.
3. Fee \$20 per license or permit.

You may obtain a list of licensees associated with your broker license from the NRED. Email address realest@red.nv.gov.

ADDING OR CHANGING DBA:

1. Complete the change [Form 507](#).(Broker with licensees affiliated with your brokerage return all original licenses in alphabet order by last name.)
2. Complete two location of records [Form 512](#), one for the existing company and one for the new company.
3. Submit additional requirements listed on page 1.
4. Fees \$20 per license or permit.

You may obtain a list of licensees associated with your broker license from the NRED. Email address realest@red.nv.gov

DUAL LICENSE:

Complete the dual license application [Form 533](#). For an existing Corporate Broker, LLC Broker, or Individual Broker licensee who wishes to apply for an additional license must apply for the opposite broker type. **See allowable license combination types below.**

CURRENT BROKER LICENSE TYPE AND 2ND LICENSE TYPE ACCEPTED

LLC - 2nd license as INDV
CORP - 2nd license as INDV
PTNR - 2nd license as INDV
INDV - 2nd license as LLC
INDV - 2nd license as CORP
INDV - 2nd license as PTNR

Disclaimer: Each application is reviewed on a case-by-case basis. The information above is a summary of requirements. We encourage the Nevada broker applicants to review the statutes and laws that govern your license. Real Estate Division may require or request additional forms and documents and reserves the right to request such documents at any time during the transaction process.