

**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/>

APPLICATION FOR BRANCH OFFICE

Branch office - Fee: \$120.00

Date: _____ **Phone #:** _____

Email: _____ **Fax#:** _____

Broker Name: _____

Firm Name: _____

Branch Office Location

| | | | |
|---------------|-------------|--------------|-----------------|
| <i>Street</i> | <i>City</i> | <i>State</i> | <i>Zip Code</i> |
|---------------|-------------|--------------|-----------------|

Mailing Address (if different from office location):

| | | | |
|-----------------|-------------|--------------|-----------------|
| <i>P.O. Box</i> | <i>City</i> | <i>State</i> | <i>Zip Code</i> |
|-----------------|-------------|--------------|-----------------|

LOCATION OF RECORDS: Broker of the main office must attach a Location of Records Form [512](#).

EXPERIENCE VERIFIED: The appointed branch office manager must provide proof that he/she has full-time real estate licensed experience 2 of the last 4 years as a licensed real estate agent. When the experience is as a salesperson, broker salesperson, or associate broker; submit to your previous broker(s) the experience verification [Form 509](#). Past and present Nevada Real Estate Brokers are exempt from submitting Form 509. If the source of experience is from a real estate license issued by any other state other than Nevada, submit, a current (*dated less than 90 days old*) **certified** license history issued by the state you were licensed. Any experience as a Real Estate Salesperson, Broker Salesperson, or Associate Broker must submit a Form 509 signed and notarized by their Broker who was supervising them during that specific period of time. Include this form with the Certified license history.

Manager Name: _____ License Number: _____

License type: Broker-Salesman Broker

Yes No **AUTHORIZED? AUTHORIZATION FOR OFFICE MANAGER TO SIGN TERMINATION NOTICES, CHANGE FORMS, AND REINSTATEMENT FORMS.**

(Broker salesperson/Office Managers are limited to the office location where their license is located)

By signing below, the licensed Nevada Real Estate Broker and Office manager, registered with the Nevada Real Estate Division, in association with the company named herein; hereby acknowledges that we have read, understood, and agree to the responsibilities of the branch office processes and will abide by the state laws and regulations pursuant to NRS/NAC 645.

Broker Salesperson/Manager's signature

Broker's signature
Real Estate License # _____

A HARD COPY LICENSE WILL BE ISSUED TO THE BRANCH OFFICE LOCATION. The Branch office license is renewable in two years from the end of the month from the issuance date. Complete the Branch office renewal Form 581.