

**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](mailto:realest@red.nv.gov) \* <http://red.nv.gov/>

**INSTRUCTIONS AND GUIDELINES FOR THE APPLICANT OF A**  
**NEVADA COOPERATIVE BROKER CERTIFICATION:**

1. Cooperative Certificates are for single, occasional transactions and NOT MEANT for conducting general real estate business on a day-to-day basis. If you hold a renewed or renewable Real Estate license in the State of Nevada, your application for a cooperative Broker certification will not be accepted.
2. Please be advised that pursuant to the regulations for Chapter 645 of the Nevada Revised Statutes, Cooperative Certificates are ONLY issued on an individual broker to broker basis; never to corporations, associations or partnerships. **APPLICANT MUST BE THE BROKER OF RECORD.** The certificates are NON-TRANSFERABLE and only authorize the licensed out-of-state broker who made application to perform any of the functions constituting brokerage activities under this agreement. If the out-of-state applicant is representing a corporate entity or a copartnership that includes other licensed brokers who wish to transact business under a cooperative agreement, said broker(s) would have to make application in their own right.
3. Cooperative Broker certificates expire ONE YEAR after the date of issuance. They are not renewable.
4. When the division receives all documents associated with this application, the Cooperative Certificates are issued within 10 BUSINESS days after receipt of all documentation.
5. A broker may hold more than one Cooperative Certificate with more than one Nevada Broker. ***Each arrangement will be considered an original and separate cooperation, and a separate certificate and fee is needed for each arrangement.*** A certificate is valid for a maximum of 12 months for the completion of a single transaction identified in the application.
6. The Nevada broker is in charge of the transaction from inception until completion. Ideally, he/she should accompany the out-of-state broker and the out-of-state client to view the property; at the very least he/she must be kept informed of the out-of-state broker's activity in connection with the property.
7. The out-of-state cooperating broker may authorize ONE salesperson or Broker Salesperson to act on his/her behalf. Complete page 6 with original signatures from all parties. Return the completed page to the Division to receive approval and signature from the Administrator. The completed form is mailed to the out-of-state broker. The salesperson or broker salesperson named on the document must be able to present it upon request at anytime during any assistance or service provided in conjunction with Nevada Real Estate.
8. The money may go directly into an escrow account. Escrow may be opened any place mutually agreeable to the buyer and seller.
9. If the deposit money is to be kept in a broker's trust account, it must be kept in Nevada.
10. The Nevada broker MUST sign all papers in cooperation with the out-of-state broker.
11. The out-of-state broker bringing an out-of-state client into Nevada to show him/her a property without a certificate constitutes UNLICENSED ACTIVITY. ***An out-of-state broker MUST HAVE in his or her possession the issued valid Nevada certificate before providing real estate service to a client in Nevada and assist in any Nevada Real Estate transactions.***
12. Any violation of NRS 645 and the regulations by the out-of-state broker shall subject the cooperative certificate and the license of the Nevada broker to suspension and revocation.
13. NO SIGNS shall be placed on Nevada property by an out-of-state licensee.

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**645.180 COOPERATIVE CERTIFICATE - APPLICATIONS**

1. A broker licensed in another state desiring to work in cooperation with Nevada brokers **MUST** apply to do so on a form provided by the Division. The following, and any other information, including fingerprint cards, which the Division requires **MUST** accompany the application;
  - a. A copy of the current license held by the out-of-state broker.
  - b. Employment history of the broker for the past 10 years. *This history may be obtained from your state licensing authority\*.*
  - c. Identifying information for the Nevada broker and for the out-of-state broker for whom the Cooperative Certificate is to be issued.
  - d. **ONLY** one (1) salesperson can be designated by the out-of-state broker to represent him/her. *Before an out-of-state salesperson can be authorized, we require a CURRENT license history from your state licensing authority, and a copy of his/her license.*
  - e. A list of other cooperative agreements currently in effect with the Nevada broker.
  - f. A photograph of the out-of-state broker.
  - g. The out-of-state broker **MUST** verify the application and the Nevada broker.
  - h. A copy of any out-of-state salesperson's license who will be working for the out-of-state broker.
  - i. Consent of the Nevada broker to the cooperative agreement.
  - j. A verification by the Nevada broker and out-of-state broker as to the truth of the contents of the application.
2. Each application **MUST BE COMPLETED** personally by the out-of-state licensed broker. Licensed Nevada brokers or employees of the Division **MAY NOT** assist in the preparation of any part of the application.
3. The required fee must be paid by certified check, cashier's check or postal money order at the time of filing. If the administrator does not issue the certificate as applied for, the full amount will be refunded.
4. The broker shall furnish proof satisfactory to the administrator that he/she has a current active real estate license issued by the state in which his/her principal place of business is located.
5. A broker or salesperson that resides in Nevada or holds a Nevada Real estate license is **NOT ELIGIBLE** to hold a Cooperative Certificate or act on behalf of a holder of a certificate.
6. The administrator may deny **ANY** application for a certificate if:
  - a. The application is not in proper form.
  - b. The proper fee is not enclosed.
  - c. The application is incomplete or otherwise unsatisfactory.
  - d. The application previously has acted or attempted to act **IN VIOLATION** of **ANY** provision of NRS Chapter 645 or of the regulations adopted pursuant thereto.
  - e. The application contains any **FALSE** statement.
  - f. The applicant had a license suspended or revoked in another state within 10 years from the date of this application.

\*Please **do not** send the history directly to this division. Attach the original certified history to this application.

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**645.183 COOPERATIVE CERTIFICATE - DENIAL AND REVIEW**

1. The denial of an application for, or the cancellation, suspension or revocation of an out-of-state Cooperative Certificate by the Division is reviewable pursuant to NRS 645.440, except that the hearing need not be held at a time or place other than that set for the next regular meeting of the Commission.
2. The Division may deny a Cooperative Certificate for any reason that is sufficient to deny an application pursuant to NRS 645.330 or to impose discipline pursuant to NRS 645.630.

**645.185 COOPERATIVE CERTIFICATE - USE OF CERTIFICATE**

1. The Division MAY NOT issue a certificate to an out-of-state association, partnership or corporation that is licensed as a broker. ***ONLY individual brokers may receive such certificates.*** When acting as a real estate broker or salesperson within this state, an out-of-state broker shall work through the cooperating Nevada broker or a licensee associated with a Nevada broker. The Nevada broker MUST be in charge of the transaction FROM BEGINNING TO END.
2. Only the cooperating Nevada broker in accordance with NRS 645.310 may handle any money received in a cooperative transaction.
3. Each out-of-state broker, while cooperating with a Nevada broker, is governed by the provisions of Chapter 645 of NRS and the regulation of the commission. Any violation by the out-of-state broker will subject the certificate of the cooperating broker to suspension or revocation. By accepting a Cooperative Certificate, the out-of-state cooperating broker appoints the Nevada cooperating broker as his/her agent for the service of all notices and process in all proceedings instituted by the Division pursuant to NRS Chapter 645.
4. If, at any time during which a Cooperative Certificate is in effect, the out-of-state or the Nevada broker desires to terminate the relationship, he/she shall give written notice of the termination (form #505) to the Division and the broker with whom he/she has been cooperating and the out-of-state broker shall immediately surrender his/her cooperative certificate to the Division. ***If the license of the out-of-state broker expires, or is inactivated, suspended, revoked or canceled, the out-of-state broker shall immediately give written notice to the Division of each Nevada broker with whom he/she is cooperating and surrender his/her Cooperative Certificate to the Division.***
5. An out-of-state broker SHALL immediately report any change of business or personal address to the Division. (Form #507)
6. A cooperating out-of-state broker may authorize only one broker-salesperson or one salesperson employed by him/her to act in his/her behalf. Authorization MUST be on a form supplied by the Division and a copy MUST be sent to the Division BEFORE his/her authorized representative may conduct any transaction. The representative shall carry this form with him/her WHENEVER he/she is in Nevada for the purpose of conducting his/her real estate business. The Division may establish the time during which the authorization is valid which MAY NOT exceed twelve (12) months.
7. The certificates are not renewable. The expiration date of each certificate and salesperson authorization falls on the last day of the twelfth month, following the issuance date. The out-of-state broker must apply (form 542) for a new Coop-Broker certificate to obtain another 12-month certificate.
8. An out-of-state broker may cooperate with more than one Nevada broker and a Nevada broker may cooperate with more than one out-of-state broker. Each agreement is considered as a separate agreement for which the appropriate forms MUST be completed and submitted, the appropriate fee paid and for which a separate certificate may be granted.
9. An out-of-state broker MAY NOT sell or attempt to sell real estate in Nevada to a resident of Nevada using a cooperating broker certificate.
10. A certificate may ONLY be used for the purpose of allowing the out-of-state broker or salesperson to offer real estate in Nevada that is available for sale, to a person other than a resident of Nevada for the purpose of inducing that person to purchase the real estate.