



STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION

788 Fairview Drive, Suite 200 \* Carson City, NV 89701-5453 \* (775) 687-4280  
2501 East Sahara Avenue, Suite 102 \* Las Vegas, NV 89104-4137 \* (702) 486-4033  
e-mail: realest@govmail.state.nv.us <http://www.state.nv.us/b&i/red/>

**CHECK LIST FOR BROKER LICENSE**

- ❶ Copy of Fictitious Name (**if one is used**) that is filed with the County Clerks office.

**NEVADA REAL ESTATE DIVISION FORMS TO BE COMPLETED**

- ❶ License or Registration Change Form or original application
- ❷ Location of Records
- ❸ Termination notice from previous broker (if needed)
- ❹ Personal Financial Statement with Bank Verification. For each account, submit a verified statement letter from each banking institution. This financial statement **cannot** be approved without verification letters signed by an officer of the bank. **You must provide the following on a bank letterhead: Name of account, account number, date account opened, and average balance of the past 90 days.**
- ❺ Authorized Trust Account form or a letter stating that you will not be using a Trust Account or doing property management. (Form available at Division office.)
- ❻ Employment verification from last employing Broker. Two of the last four years **full-time**, active experience **must be verified**. If licensee has out-of-state experience, a license history from that state is also needed. If licensee has previously been a Broker, the verification is not necessary.