



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 CORPORATE LICENSE

- ❶ Certified copy of the Articles of Incorporation filed with the **Secretary of State in Nevada**.

- ❷ Copy of the **current** list of officers. **(If this list ever changes, please notify the Real Estate Division immediately).**

- ❸ Copy of the Corporate minutes showing the appointment of licensee to the Office. Any Corporate Broker **must** hold an office in the Corporation.

- ❹ Personal or Corporate 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).** A corporate financial must have a letter signed by an officer of the corporation saying they will guarantee all debts and expenses.

- ❺ Authorized Trust Account form **or** a letter stating that you will not be using a Trust Account or doing property management. (Form is available at the 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.

- ❼ Location of Records.