



**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION**

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APPLICATION FOR OUT-OF-STATE COOPERATIVE CERTIFICATE

IMPORTANT — Each detail of this application must be completed.

SECTION I — PAGES 1, 2 AND 3 TO BE COMPLETED BY OUT-OF-STATE BROKER

In compliance with the provisions of Nevada Revised Statutes, Chapter 645 and the Regulations, I hereby make application for a Real Estate Cooperative Certificate. As required, I attach the following as a part of this application: (a) Certificate fee, \$40; (b) Vital Statistics Form; (c) Copy of current active broker license; (d) Current copy of my license history.

APPLICANT MUST BE THE BROKER OF RECORD

Remit fee in the form of a certified check, cashier's check or money order payable to the Department of Business and Industry, Real Estate Division

Please print or type.

1. Broker of Record
NAME _____
First Middle Last

2. FIRM NAME: _____

A. Name shown on last license issued to you in your resident state _____

B. Type of license _____ License No. _____

3. BUSINESS ADDRESS _____ Telephone No. _____
No. and Street City State

MAILING ADDRESS _____

BRANCH OFFICE(S) IF ANY _____
Use separate sheet if more space is needed

4. RESIDENCE ADDRESS _____ Telephone No. _____
No. and Street City State

5. BUSINESS IS CONDUCTED AS: Individual Broker Association Co-partnership Corporation

6. NAME AND ADDRESS OF NEVADA BROKER _____

7. Have you ever been licensed as a real estate broker or salesman in Nevada or any state other than the one in which you now reside? Yes No

Where and when? _____

8. Have you ever been issued any type of license other than real estate by a state agency or public authority in your state or in any other state? Yes No

If so, supply the following information:

NAME OF STATE	TYPE OF LICENSE	LICENSE NUMBER	WHEN ISSUED

9. COMPLETE THE FOLLOWING:

- a) Have you ever been a defendant in any litigation or administrative proceeding, other than as a witness? Yes No
- b) Has any license issued to you by any public authority been denied, suspended or revoked? Yes No
- c) Has a surety company declined to be surety on any bond written on you in the two years prior to the date of this application? Yes No
- d) Has any proceeding ever been instituted by or against you under the Bankruptcy Act, or have you ever made an assignment for the benefit of creditors? Yes No
- e) (1) Have you ever been charged with or arrested for a gross misdemeanor? Yes No
- (2) Have you ever been convicted of a felony or misdemeanor? Yes No
- (3) Have you ever received an executive pardon? Yes No
- (4) Are you presently on parole or probation or paying any restitution? Yes No
- (5) Have you ever been permitted to change your plea of guilty or had a criminal conviction reversed, or had a judgment or verdict vacated? Yes No
- (6) Have you ever entered a plea of "nolo contendere" to a criminal action? Yes No

If your answer to any of the above as YES attach the order of the court or agency which was rendered as a result of the proceedings. Give full details, including the administrative agency, court, title of the proceeding, disposition and any other pertinent information on an attached sheet.

10. If your state requires a broker to be bonded, give the name of the surety company through which your present real estate bond is written: _____ What amount? _____ Expires _____

IF YOUR ANSWER TO ANY OF THE PRECEDING QUESTIONS HAS BEEN "NO," AND SUCH IS NOT THE CASE, YOUR APPLICATION MAY BE REJECTED ON THE GROUNDS OF FALSE OR WITHHELD INFORMATION.

11. List below the names and residence addresses of all real estate brokers or salesmen associated with you or in your employ. If none, so state.

12. Do you have any current cooperative agreements with other Nevada brokers? Yes No If "yes," furnish name(s), certificate number(s), address(es), and date(s) of issuance.

13. Attach a certified copy of your license history (to include any acknowledgments of disciplinary action) from the licensing authority in your resident state.

**PLEASE READ THE FOLLOWING STATEMENT CAREFULLY
BEFORE EXECUTING THIS APPLICATION!**

It is specifically understood by the undersigned that this application is made under oath, that any misrepresentation or false statement or fraud in, or in connection with, this application shall be cause for denial of a certificate or cancellation, suspension or revocation of any certificate heretofore or hereinafter issued, and that said applicant hereby waives any defense based on a statute of limitations should a hearing based on irregularities in this application ever be held by the commission.

Applicant, by signing and filing this application, authorizes any person or institution to whom reference is made by the applicant in connection with the application, to release or divulge to the Real Estate Division any information in the possession of such person or institution regarding said applicant.

The applicant does hereby certify that should a change of address occur, he will immediately notify the Real Estate Division, and that in the event this certificate is canceled, suspended, or revoked he will promptly return same along with the identification card, to the Real Estate Division.

**APPLICANT MUST SIGN BEFORE A NOTARY PUBLIC, OR OFFICER
AUTHORIZED TO ADMINISTER OATHS, THE FOLLOWING AFFIDAVIT:**

AFFIDAVIT

STATE OF _____ }
COUNTY OF _____ } ss.

I, _____, being first duly sworn on oath, state that I am the Broker of Record/applicant herein named, that I have personally prepared the foregoing application, that I am over 21 years of age, that in acting as a cooperating broker, I agree to be bound by and subject to the provisions found in Nevada Revised Statutes, Chapter 645, and the Regulations promulgated pursuant thereto, which I have read, and that the statements made by me in this application are true and are made under the penalties of perjury.

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, A.D. 20_____

Signature of Officer Administering Oath

NOTICE TO ALL OUT-OF-STATE APPLICANTS FOR COOPERATIVE CERTIFICATES

Under authority granted by the Regulations, NAC 645.180,1(f), each applicant for an **original** out-of-state cooperative certificate will be required to submit a photograph of himself as part of the application when filed.

Provide photograph taken within the past 12 months.

Date photograph was taken _____, 20_____

Name _____
Last First Middle

Signature

**ATTACH
PHOTO
HERE**

Photo must not be less than 2" x 3" nor more than 3" x 4".

SECTION II — TO BE COMPLETED BY NEVADA LICENSED BROKER

Please print or type.

1. NAME _____
First
Middle
Last

2. FIRM NAME _____

3. BUSINESS ADDRESS _____ Telephone No. _____
No. and Street
City
State

4. LICENSE NUMBER _____

5. NAME OF OUT-OF-STATE LICENSED BROKER _____
First
Middle
Last

A. Business Address _____
No. and Street
City
State

B. License Number _____ Business Telephone No. _____

6. Has any legal proceeding, civil or criminal, in which you were named as a party been initiated at any time since the filing of your last application for a license? Yes No

If "yes," give full details, including the court, title of proceeding and disposition on an attached sheet.

7. List names of all real estate brokers and salesmen associated with you or in your employ that, in your absence, will be authorized to act as your representative with the out-of-state licensed broker.

NAME	STATUS	LICENSE NUMBER

8. List all cooperative agreements you currently have with brokers of other states. Furnish name(s), certificate number(s), address(es) and date(s) of issuance.

**PLEASE READ THE FOLLOWING STATEMENT CAREFULLY
 BEFORE EXECUTING THIS APPLICATION!**

It is specifically understood by the undersigned that this application is made under oath, that any misrepresentation or false statement or fraud in, or in connection with, this application shall be cause for denial of a certificate or cancellation, suspension or revocation of any license heretofore or hereinafter issued, and that said applicant hereby waives any defense based on a statute of limitations should a hearing based on irregularities in this application ever be held by the commission.

Applicant, by signing and filing this application, authorizes any person or institution to whom reference is made by the applicant in connection with the application, to release or divulge to the Real Estate Division any information in the possession of such person or institution regarding said applicant.

The applicant does hereby certify that in the event this certificate is canceled, suspended or revoked he will promptly return the duplicate.

CAUTION: The Regulations promulgated pursuant to Chapter 645, NRS, provide that the cooperating Nevada broker shall be in charge of the transaction from inception until completion. Any violations of Chapter 645 or the Regulations by either the Nevada broker or the out-of-state cooperating broker shall subject the license of the Nevada broker to suspension or revocation.

**APPLICANT MUST SIGN BEFORE A NOTARY PUBLIC, OR OFFICER
AUTHORIZED TO ADMINISTER OATHS, THE FOLLOWING AFFIDAVIT:**

AFFIDAVIT

STATE OF _____ }
COUNTY OF _____ } ss.

I, _____, being first duly sworn on oath, state that I am the Broker of Record/applicant herein named, that I have personally prepared the foregoing application, that I am over 21 years of age, that in acting as a cooperating broker, I agree to be bound by and subject to the provisions found in Nevada Revised Statutes, Chapter 645, and the Regulations promulgated pursuant thereto, which I have read, and that the statements made by me in this application are true and are made under the penalties of perjury.

Signature of Broker of Record/Applicant

Subscribed and sworn to before me this _____ day of _____, 20_____

Signature of Officer Administering Oath

AUTHORIZATION FOR OUT-OF-STATE SALESPERSON

In accordance with the provisions of NRS 645 and the Regulations, as amended, the following licensed salesperson is authorized to act on behalf of the undersigned Out-Of-State broker on a Cooperative Certificate.

This Authorization will be given an issuance and expiration date by the Division. This authorized salesperson **MUST HAVE** this Authorization in his/her possession while in Nevada acting on behalf of the out-of-state broker.

***** Attach copy of current, active salesperson's license and a certified copy of his/her license history - if one is not currently on file with this office. *****

Out of State Broker of Record

Name: _____

Joan Buchanan, Administrator
Real Estate Division

Business Address: _____

Signature

License #: _____

OUT-OF-STATE SALESPERSON - *Please print*

Name: _____

Business Address: _____

Signature

License #: _____

NEVADA BROKER OF RECORD - *Please print*

Name: _____

Business Address: _____

Signature

License #: _____

For Division Use Only

Issuance Date: _____

Expiration Date: _____

Certificate #: _____

COOPERATIVE CERTIFICATES

1. Cooperative Certificates are for single, occasional transactions and NOT MEANT for conducting general real estate business on a day-to-day basis.
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.

Number 5 on the application reference the above material for Cooperative Certificate. Therefore, PLEASE SPECIFY the type of operation you are applying under (i.e., individual, corporation, etc.).

3. All certificates expire ONE YEAR AFTER THE DATE OF ISSUANCE. They are renewable, with the consent of both parties. The fee for renewing is the same as an original certificate (\$40.00).
4. Certificates are usually issued 3 to 5 days after receipt of ALL necessary documentation.
5. A broker may hold more than one Cooperative Certificate. *Each arrangement will be considered an original and separate cooperation, and a separate certificate is needed for each arrangement.*
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 to act on his/her behalf.
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 a valid certificate before he/she brings a client into Nevada.*
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.

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 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 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 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.

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. 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 fee paid and certificate issued is VALID FOR 12 MONTHS.

4. 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.
5. 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 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.***
6. An out-of-state broker SHALL immediately report any change of address to the Division.
7. 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 six (6) months. ***Authorizations are renewable.***
8. 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.***
9. 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.
10. 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.
11. 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.

***** PLEASE DO NOT HAVE YOUR STATE REAL ESTATE DIVISION MAIL THE LICENSE ***
HISTORY DIRECTLY TO THIS OFFICE -- INCLUDE IT WITH YOUR APPLICATION.**

VITAL STATISTICS

Applicants are no longer required to have fingerprints taken at a law enforcement agency.

FILL OUT THE VITAL STATISTICS BELOW – *Please Print*

Name: _____

Residence Address: _____

Social Security Number: _____

Date of Birth: _____

Place of Birth: _____

Citizenship: _____

Sex: Male Female

Race: _____

Height: _____

Weight: _____

Eye Color: _____

Hair Color: _____

Signature: _____

Date: _____