





- e. Have you ever been permitted to change your plea of guilty or had a criminal conviction reversed or had a judgement or verdict vacated?  Yes  No
- f. Have you ever entered a plea of nolo contendere to a criminal action?  Yes  No

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

**NOTE: Fingerprints may be used to check the criminal history records of the FBI and state of Nevada.**

**NOTE:** Licensees wishing to put license on inactive status will be required to renew license every 2 years. To reinstate to active status, proper application must be made and continuing education requirements met. In addition, if licensee has been inactive in excess of 2 years, a questionnaire to satisfy administrator of competency to engage in the real estate business must be completed.

**Test:**  SALESPERSON  BROKER/BROKER-SALESPERSON **Resident:**  YES  NO  
**License**  SALESPERSON **Status**  ACTIVE  
**Desired:**  BROKER-SALESPERSON  BROKER **Desired:**  INACTIVE

**BUSINESS:**  Corporation  DBA

\_\_\_\_\_  
*Name of Business*

\_\_\_\_\_  
*Franchise Name (if applicable)*

\_\_\_\_\_  
*Location:*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*Business Telephone No.*

\_\_\_\_\_  
*Corporate SIIS Policy No.*

\_\_\_\_\_  
*Business License No.*

\_\_\_\_\_  
*Issued By*

\_\_\_\_\_  
*Employer's License No.*

*Real Estate License Number of Broker who is employing Salesperson or Broker/Salesperson*

**11.** I, \_\_\_\_\_, being first duly sworn on oath, state that I am the applicant named, and that I have personally prepared the foregoing application, and that the statements made by me in this application are true.

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

I, \_\_\_\_\_, being first duly sworn on oath, state that I am the applicant named, and that I have personally prepared the foregoing application, and that the statements made by me in this application are true.

\_\_\_\_\_  
*Signature of Applicant*

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

\_\_\_\_\_  
*Notary Public*

(Notary Seal)

**12. Acknowledgement of Intent to Employ**

Verified Broker's Statement: To be completed by Broker or owner/developer employing Salesperson or Broker-Salesperson. Also, please fill in your license number, SIISN policy number (if intending to cover employees under your SIIS policy), and name and address of business where license will have his/her license with you on the first page of this application form.

I, \_\_\_\_\_, certify that I am a duly licensed Broker on active status or an owner/developer registered with the Real Estate Division of the Department of Business and Industry, State of Nevada, that it is my present intent to employ or associate with me the within-named Salesperson or Broker-Salesperson applicant, and that if a license is issued I will exercise careful supervision over his/her real estate activities while s/he is associated with or employed by me.

\_\_\_\_\_  
*Signature of Broker or Employer*

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

\_\_\_\_\_  
*(Notary Seal)*

\_\_\_\_\_  
*Notary Public*

**13. Occupation information of each member of copartnership, corporation, or association (*List employers, past and present, for 2 years preceding the date of this application*).**

_____ <i>Name of Members</i>	_____ <i>Name of Members</i>
_____ <i>Occupation</i>	_____ <i>Occupation</i>
_____ <i>Employer</i>	_____ <i>Employer</i>
_____ <i>Number &amp; Street</i>	_____ <i>Number &amp; Street</i>
_____ <i>City</i> <i>State</i> <i>Zip</i>	_____ <i>City</i> <i>State</i> <i>Zip</i>
Employed from _____ to _____	Employed from _____ to _____

**14. Names and office addresses of members of copartnership, corporation, or association:**

_____ <i>Name of Members</i>	_____ <i>Name of Members</i>
_____ <i>Number &amp; Street</i>	_____ <i>Number &amp; Street</i>
_____ <i>City</i> <i>State</i> <i>Zip</i>	_____ <i>City</i> <i>State</i> <i>Zip</i>
Employed from _____ to _____	Employed from _____ to _____

**15. Residences for past 3 years of members of copartnership, corporation, or association:**

_____ <i>Name of Members</i>	_____ <i>Name of Members</i>
_____ <i>Number &amp; Street</i>	_____ <i>Number &amp; Street</i>
_____ <i>City</i> <i>State</i> <i>Zip</i>	_____ <i>City</i> <i>State</i> <i>Zip</i>
Residence from _____ to _____	Residence from _____ to _____

**16. See Checklist for Broker, Copartnership, Associate Broker, and Corporate License for additional requirements and/or necessary documents.**

**SECTION C. Experience Verification.** This section is to be completed only by previous broker(s) with whom the applicant has been associated as a licensed salesperson or Broker Salesperson.

Read this form carefully before completing and signing it. Under Nevada Revised Statutes 645.330, an applicant for a Broker's license must have at least two years of active full-time experience as a licensed real estate Salesperson in this state, another state or the District of Columbia out of the four years immediately preceding the issuance of a Broker's license.

For experience as a real estate Salesperson to be considered "active, full-time," an applicant must have worked a minimum of 30 hours per week during at least 48 weeks of any 12-month period. Mere possession of a Salesperson's license does not count toward qualification for Broker's license.

Experience as a real estate Salesperson might also allow the applicant to receive college credits towards Broker's license. The equivalent of 16 semester units of college level credit is awarded for every two years of active, full-time experience an applicant has as a licensed real Estate Salesperson (NRS 645.343). This form also serves as verification for this purpose.

Complete Questions 1 through 6 below. Be sure to sign the Certification Section in the presence of a Notary Public.

1. Name: \_\_\_\_\_

2. Home Address: \_\_\_\_\_

3. Description of Applicant's employment:

- a. Applicant worked:       Full-Time                       Part-Time
- b. Applicant devoted an average of \_\_\_\_\_ hours per week to this work.
- c. Did applicant have other employment or business activity?       No                       Yes (Explain)

4. Applicant was employed continuously from \_\_\_\_\_ to \_\_\_\_\_.

Any Broker applicant who does not have the required two years experience to be issued a Broker's License shall stipulate to the issuance of a Broker-Salesperson's License until such time as s/he gains the full two years experience. At the completion of two years time, the Broker-Salesperson can apply to the Division for issuance of a Broker's License.

5. Certification

I, \_\_\_\_\_, being first duly sworn on oath, state that I am a duly licensed real estate broker of the State of \_\_\_\_\_. I declare that the foregoing is true and correct.

\_\_\_\_\_  
*Broker's Signature*

\_\_\_\_\_  
*Company or Corporate Name*

\_\_\_\_\_  
*Business Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip*

\_\_\_\_\_  
*Telephone Number*

6. Notary Public

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

\_\_\_\_\_  
*Notary Public*

(Notary Seal)

**IMPORTANT**

**PURSUANT TO NRS 645.358, THE FOLLOWING STATEMENT MUST BE ANSWERED AND SIGNED. YOUR APPLICATION FOR THE ISSUANCE OF THIS LICENSE WILL BE DENIED IF YOU DO NOT INDICATE ON THE STATEMENT WHICH OF THE PROVISIONS APPLY TO YOU.**

- I am NOT subject to a court order for the support of a child.
- I am subject to a court order for the support of one or more children and AM IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.
- I am subject to a court order for the support of one or more children and NOT IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.

I hereby certify under penalty of perjury that the answers contained in this application are true and correct.

I understand that if I am subject to a court order for support of one or more children and I am not in compliance with that order or plan, my application for license, certification or renewal of a license or certification will be denied.

I further certify that I will faithfully comply with all the statutes and regulations of the State of Nevada pertaining to the conduct of real estate licensees in the State of Nevada.

\_\_\_\_\_  
*Applicant Name (Print)*

\_\_\_\_\_  
*Signature*

**CONSENT TO SERVICE OF PROCESS**

**FOR NON-RESIDENT USE ONLY**

Last \_\_\_\_\_, First \_\_\_\_\_ M.I. \_\_\_\_\_ hereinafter referred to as "Applicant," hereby irrevocably constitutes and appoints the Administrator of the Division of Real Estate, Department of Business & Industry, State of Nevada or his/her successor in office, to be his/her true and lawful attorney within this state, upon whom all legal process in any suit, action or proceeding arising under, or in any way connected with any provisions of Chapter 645, 645C, 119, 119A, 119B of Nevada Revised Statutes, or any rule or order pursuant thereto, or based upon any fraud, deceit, breach or contract or other thing connected with the sale or offer for sale, negotiation or appraisal of any real estate, timeshare or campground membership, may be served upon said applicant, personally within the State of Nevada. Until the applicant attests by affidavit to the Administrator that he/she is a bona fide resident of the State of Nevada, this appointment and the authority of said attorney shall continue in force and effect so long as any such liability remains outstanding, and a copy of any process served hereunder may be sent by certified mail, return receipt requested, addressed to:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
*Street Address City State Zip Code*

Drivers License Number \_\_\_\_\_ State \_\_\_\_\_

STATE OF \_\_\_\_\_ ss. County of \_\_\_\_\_

IN WITNESS WHEREOF, the aforesaid applicant has caused these presents to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Before me, a Notary Public in and for said county and state, personally appeared \_\_\_\_\_, to me known to be the person who executed the foregoing instrument, who, being by me first duly sworn, acknowledged under oath that he executed the said instrument as his free and voluntary act for the use and purposes therein set forth.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Notary Public*

My Commission Expires:  
*(Seal)*

## CHECKLIST

For Broker Copartnership, Associate Broker, Corporate Licensee, and Salesperson, Material to accompany Application for License, or License or Registration Change.

### All Classifications:

- Your passing score report(s) for Nevada or out-of-state Real Estate Examination. You must show that you have passed both portions (State and National). Examination results are acceptable only if the test dates are within a 1-year period immediately preceding this application.
- Fingerprint cards.

### Broker:

- Termination from previous Broker (if applicant is active Nevada Salesperson).
- Copy of business license or receipt of payment
- Authorized trust account inspection letter (if needed).
- Personal financial statement with bank verification
- Location of records.
- Copy of fictitious name (if one is used) that is filed with the County Clerk's Office
- Certified licensing history from any state other than Nevada; license must be valid at the time of application.

### Associate Broker:

- Refiling of fictitious name, signed by all Brokers involved.
- Letter of association signed by all Brokers involved.
- All items listed under Broker, above.

### Copartnership:

- Refiling of fictitious name, signed by all Brokers involved.
- Letter of copartnership agreement
- All items listed under Broker, above.

### Corporate:

- Copy of current list of officers (Division is to be immediately notified of any changes to this list).
- Copy of corporate minutes showing appointment of licensee to office.
- Certified copy of Articles of Incorporation filed with Secretary of State.
- Proof of Nevada Industrial Insurance.
- All items listed under Broker, above.

### Salesperson:

- Required certification of 45 hours Nevada Law and 45 hours Principles and Practices.