

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

1179 Fairview Drive, Suite E* **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@red.state.nv.us <http://www.red.state.nv.us>

REAL ESTATE LICENSE or PERMIT CHANGE
FORM 504 INSTRUCTIONS

FORM COMPLETION: Complete only the areas that apply to this change. Completion of this form is required before presenting to the Division. Incomplete or improper paperwork will be returned for completion. Applicants are required to answer the questions located in section 8 and original signatures are required from the Nevada licensee and broker.

REQUIREMENTS: Attach to the Termination Form 505 your real estate license or permit. The termination process must be complete and received by the Nevada Real Estate Division (NRED) before submitting the Form 505. For the Nevada **real estate license**, the Form 505 is accepted within 30 days from disassociation date. Permits must complete this form for any association with a new Broker any time after the Form 505 has been received. Submit Form 544 (*reinstatement form*) when a real estate license has been inactive for more than 30 days.

FEES: Fees are listed for each section, in each section of the form. The payment options are; check, money-order, or a cashier's check made payable to NRED; or cash in the exact amount.

Make copies in advance for your records. Thank you.

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REAL ESTATE LICENSE or PERMIT CHANGE FORM
For Broker Salesperson, Salesperson, Property Manager, and Business Broker

BROKERS: **Required to submit Form 507 when making company changes or status changes as Broker.

*Required - For division use only. Not sold publically.

Real Estate License: _____	Business Broker Permit: _____	Property Manager Permit: _____
Name on license: (Please print) _____		
<i>First</i>	<i>Middle</i>	<i>Last</i>
Full Home address*: _____		
Email address *: _____		Phone*: _____

1. \$20 CHANGE of BROKER/EMPLOYER/COMPANY: The division must receive the termination Form 505 prior to or along with this form and the original license. Submit the reinstatement Form 544 if the termination date was more than 30 days old.

Print Broker's name: _____	Broker license: _____
Company name: _____	Business Phone: _____
Company address: _____	

2. \$20 PERSONAL NAME CHANGE: Submit a copy of a court document (i.e. divorce decree or marriage certificate/court name change) and your original license. Attach an additional 504 Form and \$20.00 for a new permit. List name on your current license or permit at the top and list new name here. See section 4 for a professional Corp. or LLC status change. Do not complete section 2.

New Name: _____

First *Middle* *Last*

3. \$20 STATUS CHANGE:

BROKER to BROKER SALESPERSON [Submit the original license.]

4. \$20 A PROFESSIONAL CORPORATION OR LLC STATUS--Salesperson or Broker/Salesperson. NRS 645.387. Return the original license. Check one box : **ADD** (Complete the information below) **REMOVE**

Date filed with the Nevada Secretary of State: ____/____/____ (mm/dd/yyyy)

Expiration date of PC or LLC: ____/____/____ (mm/dd/yyyy)

Secretary of State registration number: _____

Name registered with the Secretary of State: _____

INSTRUCTIONS: Submit a copy of the **Officer List** filed for the chapter 86 (Limited Liability Company) or Chapter 89 (Professional Corp) with the Nevada Secretary of State and your **original license**. Your registered company name with the Nevada Secretary of State (www.sos.state.nv.us) must be your legal individual name indicated on your Nevada Real Estate license. You may choose to add LLC, PC, CHTRD, OR LTD to the name registered with the Nevada Secretary of State.

5. \$20 MANAGER CHANGE to LICENSE: Owner/Developer SALES MANAGER or Designated OFFICE MANAGER

Check one box here and one below: ADD STATUS REMOVE SALES MANAGER or DESIGNATED STATUS

Broker Salesperson to Broker Salesperson-SALES MANAGER (for an owner/developer)

Broker Salesperson to Broker Salesperson-OFFICE MANAGER (for a Brokerage) -- Authority NO Authority

ADD: Submit the *original license* and the *experience verification* Form 509. Form 509 is not required for those who have held a Nevada Broker license. Check the appropriate manager status box. Office Managers may or may not be authorize to sign the division forms for Real Estate licensees.

REMOVE: Submit the *original license* and termination forms of all licensees or a letter of replacement. (See "replace" instructions below)

REPLACE: Follow the instructions for the "add" or "remove" above and attach a dated letter signed by the Real Estate broker stating the specific Broker-salesperson that will replace the current Broker-salesperson and attach to both 504 forms. To avoid interruption of business the dates must match and both license and forms must arrive to the Division at the exact same time.

6. \$20 STATUS CHANGE to a PERMIT: DESIGNATED PROPERTY MANAGER or DESIGNATED BUSINESS BROKER

Check one box here and one below: ADD STATUS REMOVE DESIGNATED STATUS

Business Broker to DESIGNATED BUSINESS BROKER

Property Manager to DESIGNATED PROPERTY MANAGER

ADD: Submit the original license and the experience verification form #509. Experience in the specific permit field is required.

REMOVE: Submit the *original permit* and termination form for all permits associated with you or a letter of replacement (See "replace" instructions below).

REPLACE: Follow the instructions for the "add" or "remove" above and attach a dated letter signed by the Real Estate broker stating the specific Broker-salesperson that will replace the current Broker-salesperson and attach to both 504 forms. To avoid interruption of business the dates must match and both license and forms must arrive to the Division at the exact same time.

7. \$20 PERMIT CHANGE FOR ISSUANCE OF A NEW REAL ESTATE LICENSE:

Business Broker Property Manager (fee assessed per permit) Return of original permit required.

****THE DATE INFORMATION MUST BE COMPLETED BY THE DIVISION STAFF ONLY****

CURRENT EXPIRATION DATE: _____ NEW EXPIRATION DATE: _____

8. APPLICANT:

1. NO YES Have you had any disciplinary sanctions imposed by any real estate regulatory agency or commission within the past 5 years?

2. NO YES Have you been convicted of a misdemeanor, gross misdemeanor, or felony since the last renewal of your Real Estate license?

If you answered **Yes**, licensees are **REQUIRED** to attach a written explanation and the final court issued disposition document OR a brief written explanation if the discipline was imposed by the Nevada Real Estate Commission on an attached sheet.

X _____ DATE _____
Signature of salesperson or broker/salesperson

9. BROKER:

This is to verify that I, _____ am a duly licensed Broker, Owner/Developer, Sales Manager, or Office Manager registered in Nevada with the Department of Business and Industry, Real Estate Division. It is my present intent to employ or associate with me the licensed Salesperson or Broker Salesperson. (print name)_____. I will exercise careful supervision over his/her real estate activities while he/she is associated with or employed by me.

X _____ DATE _____
(Original Signature of Broker, or licensed Sales Manager or Office Manager required)