

**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@red.state.nv.us http://www.red.state.nv.us

APPRAISAL REGISTRATION, LICENSE or CERTIFICATE CHANGE FORM
For Intern, Licensed Residential, Certified Residential, and Certified General.

INSTRUCTIONS: Completion of this form is required, prior to submission to the Division. Incomplete or improper paperwork will be returned for completion. Please make copies in advance. Thank you.

1. Please attach the **original** registration, license, or certificate. The Nevada Real Estate Division (NRED) must be in possession of the last issued original license prior to accepting this form.
2. Supervising Appraisers must submit the original Intern registrations along with your original certificate for business name or address changes.
3. Interns must change supervising appraiser within a 30 days of their inactivation date or submit a new application ([form 539](#)) for the Intern Registration.
4. **Fees** are listed in each change section below. Fees are per registration, license, or certificate that is being changed. Payment options are check, money order, cashiers check, or cash (exact change required). Please make checks payable to the Nevada Real Estate Division.
5. Complete only the areas that apply to this change.
6. All applicants are required to answer #4 when submitting this form.
7. Original signatures are required.

Appraiser certificate, license, or registration#: _____ **DATE:** _____

Name (please print): _____
[First Middle Last]

Full Home address*: _____
[Street, Apt or unit #, City, State, & Postal code]

Email address *: _____ **Phone*:** _____
(Area code & number)

*Required-For division use only. Not made public. -If the home address includes the business location; Please complete section #1 of this form and submit a \$20 fee. |

1. \$20 BUSINESS ADDRESS CHANGE:

Business name: _____

List business address on license: _____
(STREET, SUITE NUMBER, CITY, STATE POSTAL CODE)

List new business address: _____
(STREET, SUITE NUMBER, CITY, STATE POSTAL CODE)

***EMAIL:** _____ **PHONE:** () _____ **FAX:** () _____

[The division must receive the original license and form #555 "Location of Records" form.]

2. \$20 BUSINESS NAME CHANGE: Submit a copy of any corporate or LLC filing with the Nevada Secretary of State. Go to <http://sos.state.nv.us/> for registration information.

List current business name: _____

List new business name: _____

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3. \$20 PERSONAL NAME CHANGE: List name of your current license at the top and list new name here. Submit a copy of court document (i.e. divorce decree or marriage certificate) and your original Certification, License, or Registration.

New Name: _____

4. APPLICANT SIGNATURE:

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

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

If Yes, licensees are **REQUIRED** to either attach a written explanation and the final disposition document or a brief written explanation (only) if the discipline was imposed by the Nevada Real Estate Commission.

X _____ **DATE** _____
Original Signature of Applicant.

5. SUPERVISING APPRAISER VERIFICATION and SIGNATURE: (Nevada Appraisers complete this section only if a Registered Intern is transferred under your license.)

This is to verify that I, _____, am a Nevada Certified Appraiser who holds an active and renewed Nevada Appraisal Certificate #A._____.C_____ and has had 1 year or more Nevada Appraiser experience as required pursuant to NRS 645C. It is my present intent to employ or associate with me, (print name) _____, a Nevada registered Intern. I will exercise careful supervision over his/her appraisal activities while he/she is associated with or employed by me.

X _____ **DATE** _____
Original Signature of Certified General or Certified Residential Appraiser.