

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

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>

APPLICATION INSTRUCTIONS for ASSET MANAGEMENT PERMIT

INSTRUCTIONS

FEE: Attach a check or certified funds made payable to the Nevada Real Estate Division or cash in the exact amount for in person delivery, of \$75.00 per applicant. Individual applications must be completed for each applicant but **application** fees can be combined on one check if applications are submitted in one filing. (See instruction #2 B regarding fingerprint fees.)

FINGERPRINT CARDS: The applicant is required to submit fingerprints for a background investigation. Applicants have two options by which to have their fingerprints taken:

- A. By a Division authorized digital (electronic) vendor. The list of authorized electronic vendors may be found on our web site on [Form 619](http://red.state.nv.us/forms/619.pdf): <http://red.state.nv.us/forms/619.pdf>. Fees for processing are paid to the authorized vendor. A Verification that fingerprints have been submitted will be provided by the vendor and must be submitted with the application.
- B. Attach two (2) completed finger print cards (form FD-258) printed by a Law Enforcement Agency and attach a cashier's check or money order (**personal and company checks are NOT accepted by DPS**) **separately for each applicant** in the amount of **\$37.50**, made payable to the Nevada Department of Public Safety (DPS).

PHOTOGRAPH: Attach a 2" x 2" head shot picture taken within the past 12 months.

CONSENT TO SERVICE OF PROCESS: If you are not a resident of the State of Nevada you must complete the Consent to Service of Process.

NON-US CITIZEN: Provide proof of eligibility to work in the United States. Pending eligibilities will not be accepted. Copies of documents produced by the Internal Revenue Service are accepted and may be enlarged.

CIVIL APPLICANT WAIVER: Complete the Nevada Department of Public Safety waiver form attached to this application.

IMPORTANT NOTES:

- All required fees must accompany application.
- Only original applications are accepted.
- The registration is valid when the applicant receives the permit issued by the Nevada Real Estate Division. The permit expires one year from the date of issuance.
- The application is a public record under Nevada Revised Statutes Chapter 239. Certain information is deemed by law to be confidential. However, most information provided by an applicant is public information and must be provided upon request to the Division.

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APPLICATION for ASSET MANAGEMENT PERMIT

FEE: \$75.00

1. APPLICANT:

Applicant name: _____

Residence address: _____

Mailing address (if applicable): _____

Email address: _____

Date of birth: _____ Social Security #: _____

Phone: () _____ Cell: () _____

2. COMPANY INFORMATION: Location in which you will be conducting asset management services.

Company name: _____

Company address: _____

Phone: () _____ Fax: () _____

Email: _____

DIVISION USE ONLY: Date: _____ Receipt # _____ Processor initials: _____

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3. Criminal/Background History: *If your answer is YES to any of the following questions, attach the order as a result of the proceedings. On an attached sheet give full details, including the administrative agency, court, and title of the proceeding, disposition and any other pertinent information.*

Yes No

- a.** Have you had a professional or occupational license issued by any state, district or territory of the United States or any foreign country suspended, revoked or voluntarily surrendered in lieu of other discipline within the last ten (10) years?
- b.** Have you had a license, certificate or registration issued pursuant to the provisions of this chapter suspended, revoked, or voluntarily surrendered in lieu of other discipline within the last ten (10) years?
- c.** Have you *ever* been convicted of, or entered a plea of guilty or nolo contendere to, a felony or any crime involving fraud, misrepresentation or moral turpitude?
- d.** Have you *ever* been convicted of, or entered a plea of guilty or nolo contendere to, a felony relating to the practice of real estate?
-

4. Regulation/Services The applicant attests that he/she has read and understands the provisions of sections 29.5 to 33, **Yes** inclusive, of Senate Bill No. 314 of the 2011 Legislative Session.

5. Child Support declaration NRS 425.520

Please indicate in the appropriate box below which one of the provisions apply to you. Your application for the issuance of this license will be denied if you do not complete this section

- 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.
-

6. Acknowledgement: I hereby certify under penalty of perjury that the answers contained in this Asset Management Permit application Form 666 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 a plan, my application for license, certification or renewal of a license or certification will be denied.

Print Name

Signature

Verification upon oath:

STATE OF _____ } ss.
COUNTY OF _____

Signed and sworn to (or affirmed) before me on _____ **Date, by** _____

Seal

X

Signature of Notary

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7. Nevada Resident: Yes No (if No, complete the following form)

CONSENT TO SERVICE OF PROCESS

Full legal name: _____

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 agent 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, 645D, 119, 119A, 119B, 116, 116A and 116B of Nevada Revised Statutes, or any rule or order pursuant thereto, or based upon any fraud, deceit, breach of contract or other thing connected with the sale or offer for sale, negotiation, appraisal or inspection 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:

Full legal address: _____

X

Signature of person presenting this document to the notary.

STATE OF: _____

COUNTY OF: _____

} ss

This instrument was acknowledged before me on _____ date, in the possession of applicant
(APPLICANT'S NAME) _____.

Print name of person signing this document

Seal

X

Signature of Notary



CIVIL APPLICANT WAIVER

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the following:

1. I hereby authorize (enter name of submitting agency) Nevada Real Estate Division (NRED), to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing Nevada and National criminal history records that may pertain to me. In giving this authorization, I expressly understand that the information may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable. Further, I understand that the information may include similar information obtained from other local, state and federal criminal justice agencies and may include information pertaining to convicted person data, outstanding arrest warrants, missing persons.
2. In giving the above authorization, I understand that all information provided to the submitting agency may be reviewed by the submitting agency or any other employee within the submitting agency's organization deemed necessary to make an informed decision. This information is confidential, as relating to a third party beyond that of the submitting agency's company and/or its subsidiary company(s) and of criminal justice agencies in the performance of their official duties, and may not be further disseminated. (Please initial) _____
3. I understand that I may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency, and that the proper forms and procedures will be furnished to me by the Nevada Department of Public Safety Records Bureau upon request.
4. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

Applicant's Name: _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

Address: _____

Applicant's Signature: _____

Date: _____

Submitting Agency: Nevada Real Estate Division (NRED)

Address: 2501 E. Sahara, Suite 102, Las Vegas, NV 89104

Agency representative: _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

Agency representative's Signature: _____

Date: _____