

**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>

**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 504. For the Nevada **real estate license**, the Form 504 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 #: _____ **Property Manager Permit #:** _____ **Business Broker Permit #:** _____

Home address:

Mailing address:

Email address: _____ **Phone:** _____

Submit a \$20.00 fee per permit if applicable.

Print Broker's name: _____ **Broker license:** _____

Company name: _____ **Business Phone:** _____

Company address: _____

Submit a copy of a court document (i.e. divorce decree or marriage certificate/court name change).
Submit your original license or original permit.

☐ **BROKER to BROKER SALESPERSON**

Submit your original license.

ADD

☐ REMOVE

INSTRUCTIONS: Your registered company name with the Nevada Secretary of State must be your legal individual name indicated on your Nevada Real Estate license. You may choose to file Chapter 86 or 89.

Submit a copy of the filed:

1. Articles of organization.
2. List of managers/members.

Submit a copy of the filed:

1. Articles of incorporation.
2. List of corporate officers.

5. \$20 STATUS CHANGE – OFFICE MANAGER OR SALES MANAGER

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

☐ Broker Salesperson-OFFICE MANAGER (for a Brokerage)

☐ Authority ☐ NO Authority

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

X _____ Date _____

(Original Signature of Broker required)

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. To qualify - the Experience Verification must show 2 years active licensed experience within the 4 years immediately preceding the date of application.

REMOVE: Submit the original license and termination forms of all licensees or a letter of replacement.

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 DESIGNATED STATUS CHANGE

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

☐ DESIGNATED PROPERTY MANAGER

☐ DESIGNATED BUSINESS BROKER

ADD: Submit the original permit and the Experience Verification (Form 509A or 509B). To qualify - the Experience Verification must show 2 years active licensed experience within the 4 years immediately preceding the date of application in conducting property manager or business broker activities.

REMOVE: Submit the original permit and termination form for all permits associated with you or a letter of replacement.

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 STATUS CHANGE FOR NEW LICENSE

Submit the original permit and a \$20.00 fee per permit.

☐ Property Manager

☐ Business Broker

8. APPLICANT

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?

☐ NO ☐ YES

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 _____

(Original Signature of Salesperson or Broker Salesperson required)

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, Office Manager or Sales Manager required)

REPORT OF EXISTENCE OF NEVADA BUSINESS LICENSE
Pursuant to NRS 645

All applicants MUST complete this section. Please select ONE option.

☐ I have a Nevada business license number assigned by the Nevada Secretary of State upon compliance with the provisions of NRS Chapter 76.

My Nevada business license number is: _____

☐ I have applied for a Nevada business license with the Nevada Secretary of State upon compliance with the provision of NRS Chapter 76 and my application is pending.

☐ I do NOT have a Nevada business license number.

The Real Estate Division is not the arbiter of determining whether the applicant needs a business license. Information about the Nevada business license can be found on the Secretary of State's website at:
<http://nvsos.gov/>