

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

3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102 \* (702) 486-4033  
e-mail: [realest@red.nv.gov](mailto:realest@red.nv.gov) \* <http://red.nv.gov/>

**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; cash in the exact amount; and credit cards for in person counter transactions.

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**

Real Estate License #: \_\_\_\_\_ Property Manager Permit #: \_\_\_\_\_ Business Broker Permit #: \_\_\_\_\_

Name on license: (Please print) \_\_\_\_\_  
*First Middle Last*

Home address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

**1. \$20 CHANGE OF BROKER/EMPLOYER/COMPANY**

Submit a \$20.00 fee per permit if applicable.

Print Broker's name: JC MELVIN Broker license: B.1001077

Company name: REFERRAL REAL ESTATE Business Phone: 702-595-5024

Company address: 6180 BRENT THURMAN WAY, STE. 100, LAS VEGAS, NV 89148

**2. \$20 PERSONAL NAME CHANGE**

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

New Name: \_\_\_\_\_  
*First Middle Last*

**3. \$20 STATUS CHANGE**

**BROKER to BROKER SALESPERSON**

**4. \$20 PROFESSIONAL CORPORATION OR LLC STATUS**

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.

**Limited Liability Company**

Submit a copy of the filed:  
1. Articles of organization.  
2. List of managers/members.

**Professional Corporation**

Submit a copy of the filed:  
1. Articles of incorporation.  
2. List of corporate officers.

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**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.

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**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.

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**7. \$20 PERMIT STATUS CHANGE FOR NEW LICENSE**

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

Property Manager

Business Broker

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**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)

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**9. BROKER**

This is to verify that I, JC MELVIN 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/>