

Key Advantage License Activation

How to activate your original real estate license with Key Advantage via US Mail



This document contains the recommended steps to activate a Nevada Real Estate license to Key Advantage using US Mail. The following steps are provided in a recommended order:

1. Review and agree to the contract, addendum and exhibit for hanging your license with Key Advantage Realty.
 - a. The aforementioned forms can be found at www.KeyNV.com
 - i. The forms can be signed and emailed to contact@KeyNV.com (Scan or a picture from a smart phone works fine)
 1. If the applicant does not have a printer, an email can be sent to contact@KeyNV.com noting the following: I, (insert applicant name), have reviewed, understand and agree to the documents labeled contract, addendum and exhibit as noted on the website KeyNV.com as of (insert date here) wherein I request that this acknowledgement be noted to my file. In addition, the following US Mailing address and phone number should be noted to my file (insert your US Mail address / phone number)
2. Pay the membership fee.
 - a. The applicant can pay the annual or lifetime membership fee via phone 800 472 3893 or online at www.KeyNV.com
3. Key Advantage will mail the applicant state form [549](#) signed with original signature and notary validation as required by law.
 - a. The applicant will complete the balance of the form.
 - b. The applicant will mail the completed form to the Division with the required licensing fee as noted on the form. Fee payable in check format.
 - c. Applicant should include all applicable attachments to said mailed form [549](#). This includes but is not limited to: Education, Test Results, Fingerprints or receipt thereof and any additional attachments deemed necessary by the application.
4. Key Advantage will contact the licensee when the license arrives at Key Advantage in active status.

Feel free to contact our offices with any questions.

Phone 800 472 3893