

Key Advantage License Transfer

How to transfer for your real estate license to Key Advantage via US Mail



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

1. Terminate your license with your current broker if you have yet to do so. (Disregard this step if your license has already been returned to the state or you are presently on inactive status)
 - a. The licensee should request that the current / prior broker return the license to the Nevada real estate division with state form [505](#). This can be done via US mail and it is not required that the licensee sign the [505](#) form.
2. 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 licensee does not have a printer, an email can be sent to contact@KeyNV.com noting the following: I, (insert licensee 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 licensee file. In addition, the following US Mailing address and phone number should be noted to my licensee file (insert your US Mail address / phone number)
3. Pay the membership fee.
 - a. The licensee can pay the annual or lifetime membership fee via phone 800 472 3893 or online at www.KeyNV.com
4. Key Advantage will mail the licensee state form [504](#) ([544](#) if the licensee has been on inactive for over 30 days) with the brokerage original signature as required by law.
 - a. The licensee will complete the balance of the form and add their original signature to the form.
 - b. The licensee will mail the completed form to the Division with the required fee of \$20 in check form made payable to the Nevada Real Estate Division. (fee could change if using state form [544](#) for an inactive license)
5. 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