

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

SUBJECT/TOPICS

Risk Mitigating

**COURSE TIMED
INCREMENTS**

NRS 645.252-254	15 mins
<ul style="list-style-type: none"> a. Understand duties of licensee acting as agent in real estate transaction b. Review and understand additional duties of licensee entering into brokerage agreement to represent client in real estate transaction 	5 minutes 10 minutes
Review of Sub Topic 1	5 mins
NAC 645.655-670	10 mins
<ul style="list-style-type: none"> a. Review and understand records of transactions; trust accounts b. Review and understand conduct of inspections by Real Estate Division 	5 minutes 5 minutes
Review of Sub Topic 2	5 mins
BREAK	10 minutes
Listing and Resale Home Checklist	15 mins
<ul style="list-style-type: none"> a. Review and understand use of and requirements within the checklist forms 	15 minutes
Review of Sub Topic 3	5 mins
Trust Fund Accounting	20 mins
<ul style="list-style-type: none"> a. Understand different types of trust funds and proper accounting b. Review governing of written contracts c. Ownership interest and establishing trust account d. Understand interest and other economic benefits 	5 minutes 5 minutes 5 minutes 5 minutes
Review of Sub Topic 4	5 mins
BREAK	10 minutes
Record Keeping	20 mins
<ul style="list-style-type: none"> a. Review requirements for trust account checks and unclaimed money b. Understand minimum records required for broker's trust account c. Review and understand cash receipts/disbursements journals d. Understand account reconciliation and recognizing embezzlement 	5 minutes 5 minutes 5 minutes 5 minutes
Review of Sub Topic 5	5 mins
Property Management	20 mins
<ul style="list-style-type: none"> a. Understand requirements for property management accounts b. Review definition and requirements for a "designated property manager" c. Review and understand management account records and agreements d. Understand needs for personnel and income tax reports and tenant lease files 	5 minutes 5 minutes 5 minutes 5 minutes
Closing Bank Account or Broker's Office	15 mins
<ul style="list-style-type: none"> a. Review bankruptcy and closing an office requirements b. Inactivating Broker license and surrendering to the Real Estate Division 	10 minutes 5 minutes
Course and Instructor Evaluations, Course Roster Sign Out	10 mins
TOTAL: 150 Mins ÷ 50 class hr = 3 Hours	