

Nevada Addendum to the Real Broker, LLC Independent Contractor Agreement

Real Broker, LLC (Company) makes this addendum a part of the Independent Contractor's Agreement to set forth state specific policies and procedures for an agent affiliating with the Company in the State of Nevada (Agent). This addendum supersedes all previous Nevada state addendums. The Company reserves the right to modify, suspend, or discontinue any of the terms, policies, procedures and/or benefits described in this addendum with proper notice.

Additional Duties of a Licensee

Pursuant to NRS 645.254, an Agent who has entered into a brokerage agreement to represent a client in a real estate transaction:

1. Shall exercise reasonable skill and care to carry out the terms of the brokerage agreement and to carry out his or her duties pursuant to the terms of the brokerage agreement;
2. Shall not disclose confidential information relating to a client for 1 year after the revocation or termination of the brokerage agreement, unless he or she is required to do so pursuant to an order of a court of competent jurisdiction or is given written permission to do so by the client;
3. Shall seek a sale, purchase, option, rental or lease of real property at the price and terms stated in the brokerage agreement or at a price acceptable to the client;
4. Shall present all offers made to or by the client as soon as is practicable, unless the client chooses to waive the duty of the Agent to present all offers and signs a waiver of the duty on a form prescribed by the Division;
5. Shall disclose to the client material facts of which the Agent has knowledge concerning the transaction;
6. Shall advise the client to obtain advice from an expert relating to matters which are beyond the expertise of the Agent; and
7. Shall account for all money and property the Agent receives in which the client may have an interest as soon as is practicable.

ADVERTISING:

Advertising includes all printed media, electronic formats, and word of mouth, such as:

- Business Cards
- Stationery
- Signs
- Brochures
- Flyers
- Postcards
- Billboards
- Newspapers
- Magazine Ads
- Pre-Printed Forms and other documents used in a transaction
- Statements (i.e. word of mouth)
- TV and Radio Ads
- Email
- Websites
- Social Media

Brokerage Name

ALL advertising must indicate the brokerage firm's name in PROMINENCE to the Agent's name. The brokerage name must appear LARGER than the Agent's name, logo or team name.

Social Media - The brokerage name is required to be displayed in each post related to real estate. You must:

1. Save your brokerage name where it can be easily pulled in with each real estate or related post.
2. Name or rename your social media page or timeline to include your brokerage name: Example - "your name" at Real Broker, LLC, or your team name at Real Broker

When advertising on the internet, each internet "page" should be considered a distinct advertisement and should comply with all advertising laws. For example, identifying the brokerage only on the first page of the website and not on each subsequent webpage may violate the regulation requiring each advertisement to prominently display the brokerage name.

License # on all advertising

ALL advertising must include "in a conspicuous way" the Agent's license number. This includes all advertising listed above. You must include your license designation - the prefix that denotes, Salesperson, Broker-Salesperson, or Broker status - and the number, though you can exclude any leading zeros as well as suffixes after the number such as INDV, LLC, etc.

Each social media post does not need to have your license number as long as you add/post links back to your main page and your main page has your license number somewhere on it

When advertising on the internet, each internet "page" should be considered a distinct advertisement and should comply with all advertising laws. For example, identifying the brokerage only on the first page of the website and not on each subsequent webpage may violate the regulation requiring each advertisement to prominently display the brokerage name.

No Licensee shall advertise a property that is listed by another broker, unless the Agent obtains prior written consent of the broker with whom the property is listed and must also have approval from the owner of the property. This includes new construction (photos and videos of model homes)

License Name - Team Name- Nicknames

An Agent may use the term "team" or "group" under certain conditions. The team or group name must contain at least the last name and license number of at least one of the members of the team or group. The brokerage firm name must still be displayed in PROMINENCE to the team name.

Except as otherwise provided by law, a Agent may use a nickname to advertise services offered for which a license is required pursuant to chapter 645 of NRS only if:

1. The nickname is not materially misleading as to the identity, affiliation or nature of the services of the Agent;
2. The nickname does not use any combination of numbers or spaces;
3. The nickname would not create a reasonable expectation that the Agent intends to engage in any discriminatory practices in violation of NRS 645.321; and
4. The advertising complies with all other applicable provisions of 645 of NRS.

All advertising must not be false or misleading.

All advertising must Include the equal housing opportunity logo on all advertisements.

Office Location/Branch Office

Agents cannot advertise or use any office address other than what is

on record with the NV real estate division. All branch office locations must be approved by Real

Broker, LLC and the State Broker.

Property Management

Property Management is **PROHIBITED**.

What you can do:

Renter/Lessee: You are welcome to help renters or leasees find and rent a home. You can get paid the referral fee. You can use GLVAR forms and MLS tools. Again, when you are accommodating a tenant, you are NOT their agent.

Business Broker

Agents are prohibited from business broker activities, unless approved in writing by the broker.

Commercial

Agents are prohibited from commercial real estate activities unless approved in writing by the broker.

Trust Account

Nevada does not maintain a trust account. Earnest money deposits shall never be handled or deposited by an Agent. Licensee should notify the closing agent immediately to arrange for any earnest money deposits needing to be picked up or delivered and submitted on behalf of the client and inform Broker of such earnest money deposit. Licensee shall never accept ANY funds from clients, nor receive ANY cash payments from clients.

Safety

Stay Safe!! We want you to come home safely to your family every night. Here are some great resources to help you plan your safety strategy. [NAR Safety Program](#)

Unlicensed Assistants / Virtual Assistants

What MAY an unlicensed assistant/ virtual assistant do? The following is a list of administrative functions which may be performed by an unlicensed assistant under the direction of an Agent and supervising broker:

- Answer phones, forward calls to or take messages for Agents.
- Transmit listings and changes to a multiple listing service.
- Follow up on administrative aspects of loan commitments after a contract has been negotiated by an Agent.
- Draft and assemble transaction documents, draft correspondence, do office filing, develop and maintain mailing lists, and perform other clerical duties for a Agent.
- Research, secure documents, make and deliver copies from public records.
- Have keys made for company listings.
- Act as a courier service to deliver documents, pick up keys, etc.
- Write and prepare newsletters, advertising, flyers, and promotional information and place such advertising after approval by Agent and supervising broker. Remember: NRS 645.315 requires that ALL advertising must be done under the direct supervision of and in the name of the brokerage.
- Perform bookkeeping, record and deposit trust funds under direction of the broker.
- Monitor licenses and personnel files.
- Place and/or remove signs on property.
- Accept rental payments and issue receipts at the broker's place of business.

- Witness signatures.
- Schedule routine inspections and arrange for routine repairs on property.

What activities CANNOT be performed by an unlicensed assistant / virtual assistant?

An unlicensed assistant **CANNOT**:

- Meet with clients to obtain or renew brokerage agreements or property management agreements.
- Negotiate or agree to any commission, commission split, management fee or referral fee on behalf of a Agent or receive a referral fee from a Agent.
- Provide advice or guidance to a client or consumer regarding a real estate contract, brokerage agreement, property management agreement, title, financing, closing or other real estate document.
- Show property or provide clients or consumers information on listings.
- Answer any questions about a listing, including asking price, square footage, age of structure.
- Give listing presentations, interview buyers or present or negotiate offers.
- Contact or solicit prospective sellers or buyers, landlords or tenants, including scheduling appointments as a result of a telemarketing survey asking any of those parties if they would like to speak with an Agent about their real estate questions.

File Compliance/Document

All Licensee must provide any paperwork to the broker with whom he or she is associated within **3** calendar days after that paperwork is executed by all the parties.

Duties Owed

Please familiarize yourself with [Duties Owed FAQ](#). Duties Owed must be signed as soon as practicable but before any written document is signed by a client. “Any written document” would include a listing agreement, purchase agreement, lease agreement, property management agreement, letter of intent, and buyer brokerage agreements.

Rejected or Cancelled Transactions

All rejected offers or cancelled transactions must be provided to the broker.

Commission Check Policy

For the quickest payout of commission checks, have the escrow company wire the commission funds directly to Real Brokerage’s Corporate office. Checks that are sent to the Nevada local office will cause a delay in commissions being paid.

Make sure to submit all missing documents or documents that need to be corrected. File must be complete in Skylope to receive commission payment.

Professional Corporation or LLC Status

You can only be paid in the name or to an account of what is on your Nevada real estate License. Agents that have an LLC or professional corporation must have your license properly registered with the Nevada Real Estate Division. Your registered 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. NAC 645.115.

Always consult with an accountant or lawyer on how to properly set this up.

Broker Questions and Contact Information

All agents will be provided access to Real's communication platform and community hub: Workplace. Please set up your account once the invitation is emailed to you.

First Determine if your issue or question needs immediate attention. These include potential ethics violations, client complaints, etc. Please call your broker as soon as possible with these issues.

Quick questions can be answered through Workplace Chat, and will get the quickest response. If you need to sit down and discuss anything in person, please email your broker to schedule an appointment.

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Broker Signatures

Getting a broker signature is very easy. Please send documents via electronic/digital signature. Transaction Desk, DocuSign, etc.

Please fill out all forms ahead of time. (License #'s, names, expiration dates, etc) Please do not send a document that needs to be printed, signed and scanned back.

State Meetings

All state meetings and updates will be available via online meeting platforms (Zoom, Google Meet, Etc) or through the NV State Group on Workplace.