





DEPARTMENT OF BUSINESS AND INDUSTRY  
**MANUFACTURED HOUSING DIVISION**

1830 E. College Pkwy, Suite 120  
Carson City, NV 89706  
(775) 684-2945 • Fax: (775) 684-2949  
mhd.nv.gov

**CERTIFICATE OF EMPLOYMENT FOR A  
RESPONSIBLE MANAGING EMPLOYEE (RME) OR SALESPERSON**

**Please check the box that applies:**

- NRS 489.341(1)(b) Hiring an RME or Salesperson who has not been previously licensed by the Division.
- NRS 489.305(2) Assigning an RME to a branch office.
- NRS 489.341(6) Transferring a license of an RME or Salesperson within 10 days of the employee leaving their previous employer. Include a \$10 fee.
- NAC 489.360(1)(j) Reactivating a license of an RME or Salesperson from inactive or suspended status prior to the expiration date of the license. Include a fee of \$100,

**Please note:** When an RME or Salesperson is transferring to a new employer or the license is being reactivated, the employee may not act as an RME or Salesperson until the Division has received this form, along with the corresponding fee.

**To be completed by the supervising licensee on record with the Division.**

RME or Salesperson's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_ MHD License #: \_\_\_\_\_

Address of Business: \_\_\_\_\_  
(This is the location where the employee will be working)

\_\_\_\_\_  
CITY STATE ZIP

Office Phone Number: \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_  
PRINT – Licensee on record with MHD Business Name

certify that it is my present intent to employ the above named applicant and that if a license is issued I will exercise careful supervision over his/her activities while he/she is employed by me.

\_\_\_\_\_  
Employer's Signature - Licensed Owner or Corporate Officer

\_\_\_\_\_  
Date