



Department of Business License

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NOTIFICATION OF AMENDMENTS TO APARTMENT HOUSE CODE TO TAKE EFFECT APRIL 17, 2012

**TO: ALL APARTMENT HOUSE LICENSEES
PROPERTY MANAGEMENT COMPANIES MANAGING APARTMENT HOUSES**

PLEASE BE ADVISED THAT THE BOARD OF COUNTY COMMISSIONERS APPROVED THE FOLLOWING AMENDMENTS TO THE APARTMENT HOUSE CODE (6.12.090) ON APRIL 3, 2012. THE AMENDMENTS ARE EXPECTED TO TAKE EFFECT ON APRIL 17, 2012.

THE AMENDMENTS REQUIRE THAT:

- EACH APARTMENT HOUSE LICENSEE DESIGNATES A “MANAGER” FOR EACH LICENSED LOCATION. A “MANAGER” IS DEFINED AS:
A Licensee, an employee of a licensee, a property manager, or an employee of a property manager who has primary responsibility for the day to day operations of an apartment house, including such activities as negotiating lease and rental terms, managing lease and rental transactions, maintaining accounting records and overseeing building and grounds maintenance.
- IF AN APARTMENT HOUSE LICENSEE HAS CONTRACTED WITH A PROPERTY MANAGEMENT COMPANY LICENSED BY THE NEVADA DEPARTMENT OF BUSINESS AND INDUSTRY REAL ESTATE DIVISION TO OPERATE AS A PROPERTY MANAGER AT ANY LICENSED LOCATION, THE PROPERTY MANAGEMENT COMPANY SHALL DESIGNATE AN EMPLOYEE TO ACT AS PROPERTY “MANAGER” AS DEFINED ABOVE.
- ALL MANAGERS, WHETHER DESIGNATED BY THE APARTMENT HOUSE LICENSEE OR A PROPERTY MANAGEMENT COMPANY MUST COMPLETE THE LAS VEGAS METROPOLITAN POLICE LANDLORD TRAINING PROGRAM WITHIN 180 DAYS FROM APRIL 17, 2012 – THIS DEADLINE IS SUBJECT TO EXTENSION IF TRAINING CANNOT BE PROVIDED FOR ALL APPLICANTS BY OCTOBER 17, 2012.

OVER THE NEXT MONTH, THE DEPARTMENT WILL BE NOTIFYING EACH APARTMENT HOUSE LICENSEE BY MAIL WITH INFORMATION ON HOW TO DESIGNATE A MANAGER AND INSTRUCTIONS ON HOW TO OBTAIN THE LANDLORD TRAINING PROGRAM.