



## Department of Business License

JACQUELINE R. HOLLOWAY  
DIRECTOR

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August 20, 2012

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

IN ORDER TO COMPLY WITH CLARK COUNTY CODE 6.12.090 (APARTMENT HOUSE) EFFECTIVE APRIL 17, 2012, EACH APARTMENT HOUSE LICENSEE MUST PROVIDE THE DEPARTMENT WITH THE NAME AND TELEPHONE NUMBER OF A DESIGNATED MANAGER FOR THE APARTMENT HOUSE. 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.

TO REGISTER FOR THE LAS VEGAS METROPOLITAN POLICE LANDLORD TRAINING PROGRAM; CONTACT ERIN BLAKEY AT (702) 828-3340 OR [E8940B@LVMPD.COM](mailto:E8940B@LVMPD.COM).

**PLEASE COMPLETE THE ATTACHED CARD AND RETURN TO THE DEPARTMENT BY  
OCTOBER 31, 2012.**

FOR ADDITIONAL INFORMATION, CONTACT THE DEPARTMENT AT (702) 455-0174.



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DESIGNATED MANAGER FORM

TO ALL APARTMENT HOUSE LICENSEES:

PURSUANT TO CLARK COUNTY CODE 6.12.090(d):

All Apartment House licensees must designate a manager and provide proof that the manager has completed the Landlord Training Program offered by the Las Vegas Metropolitan Police Department.

Please fill out this form and return to the Department of Business License.

Apartment House Licensee Name: \_\_\_\_\_

Apartment House License Number: \_\_\_\_\_

Apartment House Name & Address: \_\_\_\_\_

Designated Manager Name and Telephone Number: \_\_\_\_\_

Date Landlord Training Program Completed: \_\_\_\_\_

Apartment House: [ ] Yes or [ ] No

Property Management Company: [ ] Yes or [ ] No

If the designated manager is an employee of a property management company provide the name, address and license number for the property management company here:

Three horizontal lines for providing property management company details.

To register for the Las Vegas Metropolitan Police Landlord Training Program, contact Erin Blakey at (702) 828-3340 or E8940B@lvmpd.com

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