



togetherforbetter

Department of Business License

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[https://www.clarkcountynv.gov/business/doing\\_business\\_with\\_clark\\_county/index.php](https://www.clarkcountynv.gov/business/doing_business_with_clark_county/index.php)

March 25, 2021

Dear Apartment House Licensee / Property Management Company Managing Apartment Homes:

Pursuant to Clark County Code 6.12.090, all apartment house license holders and applicants must designate a person who will act as the manager and provide proof to the department that the manager has completed a landlord-training program.

"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 manager of the property 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 program, contact Crime Prevention Specialist Denise Stride at D5445S@lvmpd.com or 702-828-4306.

For additional information, contact the Clark County Department of Business License at (702) 455-0174.

We wish to further advise you that violating any provision of this chapter may result in enforcement action by the Department as outlined in Clark County Code 6.04.140.

Sincerely,

Vincent V. Queano  
Acting Manager



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## DESIGNATED MANAGER FORM

To All Apartment House Licensees:

Pursuant to Clark County Code 6.12.090(d):

In order to obtain and maintain a business license for the operation of an apartment house, the applicant or licensee must designate a person who will act as the manager and provide proof to the department that the manager of the apartment house has completed a landlord-training program.

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

Apartment House Licensee Name (DBA): \_\_\_\_\_

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

Apartment House Address: \_\_\_\_\_

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

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

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:

\_\_\_\_\_

To register for the Las Vegas Metropolitan Police Landlord Training Program, contact Crime Prevention Specialist Denise Stride at D5445S@lvmpd.com or 702-828-4306.

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