



**STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION**

2501 East Sahara Avenue, Suite 102 \* Las Vegas, NV 89104-4137 \* (702) 486-4033  
e-mail: realest@govmail.state.nv.us <http://www.state.nv.us/b&i/red/>

**Ombudsman Office**

**HOMEOWNER ASSOCIATIONS REGISTRATION**

The purpose of this notice is to provide your Association the form to **REGISTER** your homeowners association with the Ombudsman Office for Common Interest Communities as required by Nevada Revised Statute 116.1116(4)d, as well as to provide you with a **BILLING REMITTANCE NOTICE** for mailing your ANNUAL association due and payable \$3.00 per unit fee imposed for the support of the Ombudsman Office.

The 1999 Nevada Legislature passed Senate Bill 451 ([www.leg.state.nv.us/70<sup>th</sup>/bills/SB/SB451\\_EN.html](http://www.leg.state.nv.us/70th/bills/SB/SB451_EN.html)), which amended Nevada Revised Statute 116 ([www.leg.state.nv.us/NRS/NRS-116.html](http://www.leg.state.nv.us/NRS/NRS-116.html)), Nevada's Common Interest Ownership (Uniform Act). SB 451 contains many provisions that may affect your association and you are encouraged to obtain a copy and review to assure your association is aware of any new requirements. Copies may be obtained by calling the State of Nevada printing office, Carson City, (775) 684-6835 or the Las Vegas office of the Legislative Council Bureau at (702) 486-2800. Also, the law and regulations are available on the Legislative Council Bureau web site at [www.leg.state.nv.us/](http://www.leg.state.nv.us/)

Related documents of interest are:

- Nevada Administrative Code 116 ([www.leg.state.nv.us/NAC/NAC-116.html](http://www.leg.state.nv.us/NAC/NAC-116.html))
- Exemption Regulations (R114-99) ([www.leg.state.nv.us/99Register/R114-99\\_Adopted.html](http://www.leg.state.nv.us/99Register/R114-99_Adopted.html))
- Community Managers Standards of Practice (R136-99) ([www.leg.state.nv.us/99Register/R136-99\\_Adopted.html](http://www.leg.state.nv.us/99Register/R136-99_Adopted.html))

Common Interest Communities, as defined in NRS 116.110323 and SB 451, which have an annual assessment or dues, and have more than 12 units within the common community, the association is required to pay the established fee of \$3.00 per unit to the Nevada Real Estate Division. Exempt status includes landscaping, flood control, agricultural residential, and non-residential use. Master and exemption associations are requested to register with the Real Estate Division's Ombudsman Office, however, they do not remit a unit fee.

The established unit fee payments are paid by the association annually and become due in the same month their non-profit incorporation, trust, or partnership association files with the Secretary of State. This \$3.00 per unit fee must be paid within 30 days of the notice. Multiply the number of units in your association by \$3.00 to determine the total amount due. Checks are payable to **NRED - Omb. Fee**. Mail to **Nevada Real Estate Division, Ombudsman Office, 2501 East Sahara Avenue, Suite 102, Las Vegas, Nevada 89104-4137**.



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**COMMON INTEREST COMMUNITY REGISTRATION**

PLEASE PRINT or TYPE

Original Date of Incorporation \_\_\_\_\_

Secretary of State Filing Number \_\_\_\_\_

**Association Information**

Name of Association \_\_\_\_\_

Address \_\_\_\_\_

County \_\_\_\_\_ Phone \_\_\_\_\_  
*(Include Area Code)*

Attorney of Record \_\_\_\_\_

**Custodian of Records**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
*(Include Area Code)*

Address \_\_\_\_\_

**Association President**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
*(Include Area Code)*

Address \_\_\_\_\_

**Property Manager**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
*(Include Area Code)*

**Property Management Company**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
*(Include Area Code)*

Address \_\_\_\_\_

**Secretary/Treasurer**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
*(Include Area Code)*

Address \_\_\_\_\_

Name of Master Association *(if applicable)* \_\_\_\_\_

**Declarant (Developer)**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
*(Include Area Code)*

Annual Meeting Date per Governing Documents

\_\_\_\_\_ X \$3.00 = Annual CIC Fee \$ \_\_\_\_\_  
*Number of Units*

Beginning July 1, 2000, the Ombudsman Fee is to be paid to the Ombudsman Office, Real Estate Division, 2501 E. Sahara, Suite 102, Las Vegas, NV. 89104. Make check to "NRED Omb. Fee."