STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY - REAL ESTATE DIVISION
OFFICE OF THE OMBUDSMAN FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS
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NOTICE OF REPRESENTATION

A Notice of Representation is a formal legal document that an attorney sends to the Nevada Real Estate Division (NRED) to notify the Division that the attorney is representing a client in connection with a specific matter. Whenever a party involved in an NRED matter has retained legal counsel, the Division must be immediately notified to ensure communication regarding the case is appropriately directed.

The Division requires the following information in a Notice of Representation:

A dated letter on the attorney's letterhead.

- A statement confirming authorization for the attorney to represent the Client.
- The name of the Client that the attorney is representing.
- Scope of representation (NRED case number, ADR, etc.)
- Effective date of representation.
- A statement that all correspondence and inquiries be directed to the attorney.
- Attorney's name/office/firm providing representation and best contact information.
- Verification of attorney's credentials (Nevada bar number).
- Signed by the attorney.

Disclaimer: It is the responsibility of the attorney and client to ensure that a valid Notice of Representation is submitted in accordance with Division requirements. The Division is not liable for any misdirected communications or actions taken prior to receipt of proper notification.

To assist attorneys with compliance, the Division provides a **sample Letter of Representation template**.