STATE OF NEVADA DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

3300 West Sahara Avenue, Suite 325, Las Vegas, NV 89102
(702) 486-4480 / Toll Free: (877) 829-9907 / Fax: (702) 486-4520
cicombudsman@red.nv.gov / https://red.nv.gov

OFFICE OF THE OMBUDSMAN
Nevada Real Estate Division

Intervention Affidavit (Form 530)

The statements immediately below must be met before filing this Affidavit. **Please verify that you have met each requirement by INITIALING each box**. As the aggrieved party, you are attesting to:

I understand that this Affidavit cannot be filed more than 1 year after I discovered or reasonably should have discovered the alleged violation **(if more than 1 year, you cannot file this Affidavit)**.

Date alleged violation took place: _____

Initials _____

I have mailed **a certified return receipt requested notice**, to the Respondent's last known address, allowing **at least 10 business days**, before filing the Affidavit, specifying in reasonable detail:

(a) all alleged violation(s)
(b) Any actual damages suffered
(c) any corrective actions proposed

Initials _____

I have in lieu of a notice, sent the Intervention Affidavit certified with return receipt requested.

Yes ☐

No ☐

(If yes, please staple the certified receipt to the Affidavit)

Initials _____

I have provided with this Affidavit a copy of the notice with the certified return receipt from the post office stapled to it.

Initials _____

I have listed **only one** alleged violation on page 2 and included the applicable labeled attachments (exhibits) behind each alleged violation.

(use a separate page 2 for each allegation)

Initials _____

I have included on this form all allegations listed in the certified notice and understand that any allegation not identically listed on both the notice and the Affidavit will not be addressed by the Division.

Initials _____

Before filing this Affidavit, I have provided the Respondent with at least **10 business days** to address/correct the alleged violation(s)of NRS/NAC 116 and/or the governing documents and **all other reasonable efforts to resolve the allegations have failed.**

Initials _____

I understand once the Affidavit has been submitted, the Division cannot provide me with a copy of my submittal.

Initials _____

Have you met each requirement contained in steps 1 - 8 before filing this Intervention Affidavit? Yes ☐ No ☐

Have you filed an ADR claim or litigation involving the same allegation(s)? Yes ☐ No ☐ **If yes, case number:** _____

State of Nevada County of _____ Date _____

I _____ (Complainant), after being first duly sworn, state under penalty of perjury and based upon personal knowledge have been aggrieved by an alleged violation of Chapter 116 of the Nevada Revised Statutes, Nevada Administrative Code, or the governing documents of the Association.

The person(s) or entity who committed the alleged violation and who was sent the required certified letter or certified Affidavit (if multiple, list each Respondent): _____

The Respondent(s) role in the community: _____

The name of the Association where the alleged violation took place: _____

The associations Secretary of State (SOS) Business ID Number: _____

SOS Look-up: **https://esos.nv.gov/entitysearch/onlineentitysearch**

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- You are required to provide a brief description, per allegation, per page ***(reprint this page for each separate alleged violation)***. *Only the first allegation is required to be notarized.*
- **Do not write "See Attached". If additional space is needed, please use a separate sheet. If "See Attached" is written in any section below, your complaint will not be processed and will be considered incomplete.**
- Each allegation **MUST** have its own supporting documentation **(Example: Exhibit 1 for allegation #1)**, which must be placed directly behind the allegation. ***Do not submit any documents double sided.***
- If you provide video or audio via a USB drive or another electronic format, you **MUST** indicate the time stamp, which identifies the alleged violation, and where the Division should start viewing.

Pursuant to Nevada Revised Statutes 116.760(4), the Commission or a hearing panel may impose an administrative fine of not more than $10,000 against any person who knowingly files a false and fraudulent Affidavit with the Division.

ALLEGED VIOLATION: Allegation #___ ***Briefly*** describe the allegation that occurred. NRED must be able to understand what allegedly took place. ***Do not*** list/cite statutes, regulations, or governing documents sections in this space.

RECOMMENDED CORRECTIVE ACTION: (Within the board's or the Division's authority)

SUPPORTING LAW AND/OR GOVERNING DOCUMENTS: (Cite subsections of NRS/NAC 116 and/or governing documents)

I have read the foregoing Affidavit consisting of ___ pages (including all additional attached pages), and it is true and correct to the best of my knowledge and belief.

Complainant Name: _____
Complainant Signature: _____
Street Address: _____
City:_____ State:_____ Zip Code: _____
Phone: _____ Email: _____

Mail or hand deliver the complated Affidavit package to:
NRED, OFFICE OF THE OMBUDSMAN
3300 W SAHARA AVE., SUITE 325
LAS VEGAS, NV. 89102
Email and fax submissions will not be accepted.
Retain a copy of this packet for yourself before submission as copies from NRED cannot be provided.

State of Nevada County of _____
Subscribed and sworn before me on _____
by _____
(Name(s) of person(s) making statement)

(Notary Stamp)

_____
(Signature of Notarial Officer)