STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY - REAL ESTATE DIVISION
OFFICE OF THE OMBUDSMAN FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS
3300 W. Sahara Ave. Ste. 350 * Las Vegas, NV 89102
(702) 486-4480 * Toll free: (877) 829-9907 * Fax: (702)486-4520
E-mail: HOARegistrations@red.nv.gov http://red.nv.gov/

INSTRUCTIONS FOR REGISTRATION OF AN ASSOCIATION OR CONDOMINIUM HOTEL

This information sheet is intended to assist the public in understanding the process of registering an association or condominium hotel with the Office of the Ombudsman for Owners in Common-Interest Communities, which is required by NRS 116.31158 and NRS 116B.625.

The Initial Registration form (Form 603) should be used when an association or condominium hotel registers with the Office of the Ombudsman for Owners in Common-Interest Communities for the first time (provided that the association organized no later than the date the first unit in the common-interest community was conveyed.) This registration is required pursuant to NRS 116.3101 and NRS 116B.415 to comply with chapters 78, 81, 82, 86, 87, 88 and 88A of the Nevada Revised Statutes and must be completed before filing the articles of incorporation, certificates of registration or certificates of limited partnership, or any certificate of amendment thereof, with the Secretary of State.

***Note: Please check with the Department of Taxation to determine whether the association is required to have a business license.

The following documents are required to be submitted to the Division for an Initial Association Registration Application:

1. Initial Association Registration Application form 603:
   - The form is available at: http://red.nv.gov/uploadedFiles/rednvgov/Content/Forms/603.pdf
2. Permit Registration Letter issued by the Projects Section of the Nevada Real Estate Division:
   - Please call Jean McFeaters at 702-486-4033 Option 5 for the Projects Section of the Division;
3. Recorded Plat Map or Maps;
4. CC&R's (Covenants, Conditions, & Restrictions):
   - Draft is okay; needs to correspond with Initial Association's name;
5. Bylaws – Draft is okay; needs to correspond with Initial Association's name;
6. From Secretary of State:
   - Draft copy of the Articles of Incorporation Non-profit Form utilized for registering with the Secretary of State.
   - Registered Agent Acceptance

For the Initial Registration to be processed in a timely manner:

- Items 1-6 should be emailed to HOARegistrations@red.nv.gov;
- The subject line of the email should read, "Initial Registration Filing – ***Indented name of the Association***;
- Please indicate in the body of the email how the certificate will be returned to the party filing the Initial:
  - Picked up at the Division
  - Mailed to an address indicated within the body of the email

No monies should be submitted with an Initial Registration Filing.

Please direct questions to the Division's CIC Supervisor at:

REAL ESTATE DIVISION
COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS PROGRAM
3300 WEST SAHARA AVENUE, SUITE 350
LAS VEGAS, NEVADA 89102
(702) 486-4480 ● Fax (702) 486-4520
Statewide Toll-Free Telephone: (877) 829-9907

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INITIAL ASSOCIATION REGISTRATION

Association's legal name: _____
(As it will appear in the Articles of Incorporation)

Subdivision name(s) for the Association: _____
(For instructions on how to locate the subdivision name, visit http://red.nv.gov/uploadedFiles/rednvgov/Content/Publications/References/subdivision_search.pdf)

Is the Association identified as a Master or Sub-association, per the CC&Rs: ..... ☐ Master ☐ Sub-Association ☐ Neither

If identified as a Sub-Association, please indicate the name of the Master Association _____

Association's physical address:
(If no address list closest cross streets)

_____

City:_____ State: **NV** Zip: _____

County the association is located in: _____

Association Telephone Number: _____

Current Notification Address for Division Use:

C/O_____

Attn:_____

Address:_____

City:_____ State:_____ Zip: _____

Pursuant to NRS 116.3101 and NRS 116B.415, indicate the type of common-interest community (choose one):

☐ Profit corporation ☐ Non-profit corporation ☐ Trust ☐ General partnership ☐ Limited partnership ☐ Limited liability company

Is the association a (**check one**): ..... ☐ Condominium ☐ Cooperative ☐ Condominium Hotel ☐ Planned Community

If a planned community, indicate unit type: ☐ Single Family Dwelling ☐ Condominium ☐ Duplex ☐ Townhouse ☐ Manufactured Housing

Date of conveyance/closing of first residential unit.....(M/D/YR)_____

Units conveyed/closed to date ..... _____

Max. (total) # of units declarant reserves right to annex as indicated in the Covenant, Conditions & Restrictions (CC&Rs) ..... _____

Executive Board	**President**	**Secretary**	**Treasurer**	☐ **Vice President** ☐ **Director**
Board Member's Name				
Physical address: Number & Street City / State / Zip Code				
Telephone Number				
E-mail Address (Required)				
	Management Company and Manager's name	**Custodian of Records**	**Attorney (if applicable)**	**Declarant**
Business Name				
Contact Name				
Address: Number & Street City / State / Zip Code				
Telephone Number				
Fax Number (optional)				

The person signing this form must be the Declarant, Board Member or assigned Community Manager who is attesting to the accuracy of the information provided, regardless of whether they completed the form.

The person signing is ☐ Declarant ☐ Board Member (Position_____) ☐ Community Manager (License #_____)

Authorized Name_____ Authorized Signature_____ Date_____

For office use only

Date Received:_____ ***Date Processed:***_____ ***Processed By:*** _____

Project Registration #:_____ ***Credential #:***_____ ***Fiscal Year:*** _____

Notes: _____

INSTRUCTIONS FOR INITIAL ASSOCIATION REGISTRATION FORM

General Information

- Select the type of business entity that the association will be organized as: profit or nonprofit corporation, trust or partnership as prescribed in NRS 116.3101(4) (a) or NRS 116B.415 (3) (a).
- General information required by NRS 116.625(4) (e) or NRS 116B.815 (5). Include the association's legal name, subdivision name as provided by county assessor's office, complete physical address or cross streets if no physical address, billing/contact address, telephone number for the association and county in which the association is physically located. Pursuant to NRS 116.3101(4)(c), associations formed as of October 1, 2003 must contain in its name the words "common-interest community," "community association," "master association," "homeowners' association," or "unit-owners' association." Pursuant to NRS 116B.415 (3) (c), a condominium hotel association must contain in its name the words "community association," "homeowners' association," or "unit-owners' association."

There are four types of Common-Interest Communities:

- Condominium, defined in NRS 116.027, is a common-interest community in which portions of the real estate are designed for separate ownership and the remainder of the real estate is designated for common ownership solely by the owners of those portions. A CIC is not a condominium unless the undivided interests in the common elements are vested in the unit's owners.
- Cooperative, defined in NRS 116.031, is a CIC in which the real estate is owned by an association, each of whose members is entitled by virtue of his ownership in the association to exclusive possession of a unit.
- Planned Community, defined in NRS 116.075, is a CIC that is not a condominium or a cooperative. **However, a condominium or a cooperative may be part of a planned community.**
- Condominium Hotel, defined in NRS 116B.060, is a CIC with real estate designated for separate ownership and a hotel unit.

Units

- Indicate the current number of units (defined in NRS 116.093 and NRS 116B.235), as well as the number of units the declarant reserves the right to convey/close in the CIC.

Board/Management/Declarant

- Within 90 days of election or appointment, each association board member must complete Form 602. The Division no longer requires Form #602 to be submitted but the form(s) is required to be kept as an association record that MAY be requested by the Division at any time.

As applicable, include business and contact name, mailing address, telephone number, and e-mail address for the following:

- Executive Board – Pursuant to NRS 116.31034 and NRS 116B.445, list all officers and directors. Include personal contact information for each board member. The management company's or declarant's information **cannot** be substituted for the board member's personal information required. Use additional sheet is necessary.
- Community Manager – Defined in NRS 116.023 and NRS 116B.050. It includes the management company or the on-site manager.
- Custodian of Records – Identify physical location of CIC records and person responsible for them, per NRS 116.31175 and NRS 116B.670.
- Hotel Unit Owner – Defined in NRS 116B.125, this only applies to condominium hotels. It includes the owner of the hotel unit and shared components and may also be declarant, any successor or any designee of the declarant, or an affiliate of the declarant.
- Attorney – Only provide information if the association has an attorney of record.
- Declarant – Defined in NRS 116.037 and NRS 116B.075, or a successive declarant.

- **The person completing the form must print name and title, sign and date. If community manager, must provide license number.**