



STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION
COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS
CICombudsman@red.nv.gov www.red.nv.gov

SERVING THE CLAIM

**This notice and the enclosed "Payment Receipt" are for your records.*

The items listed below are to be served upon the Respondent(s) within 45 days from the date the claim has been processed into the Division's database pursuant to NAC 38.350 (1):

The following items are required to be served pursuant to NRS 38.320:

- An Affidavit of Service form - must be completed by the person who physically served the respondent, notarized, and provided to the Division.
- ADR Overview (#523)
- A Response form (#521)
- A Subsidy Application (#668)
- A copy of the claim you submitted to the Division

If there are multiple respondents: Each respondent must be separately served with a complete set of documents described above and a separate *Affidavit of Service* must be filed for each individual respondent.

Who may serve required documents? The sheriff of the county where the respondent resides or any citizen of the United States over eighteen (18) years of age other than the claimant or the respondent may provide service. A process server can also be used.

Pursuant to NAC 38.350(2)(a) – The Affidavit of Service **MUST be submitted to the Division within 10 days of being served.**

How service must be made:

- **Service on a Nevada Corporation:** Service shall be made upon the president or other corporate head, secretary, cashier, managing agent or resident agent. However, if this is not possible, then upon the Secretary of State in the manner described in Rule 4 of the Nevada Rules of Civil Procedure.
- **Service on a Non-Nevada Corporation:** Service shall be made upon the agent designated for service of process, in Nevada, or its managing agent, business agent, cashier, or secretary within this State. However, if this is not possible, then upon the Secretary of State in the manner described in Rule 4 of the Nevada Rules of Civil Procedure.
- **In all other cases (except service upon a person of unsound mind, or upon a city, town or county):** Service shall be made upon the respondent personally, or by leaving copies at his dwelling house or usual place of abode with some person of suitable age and discretion then residing therein, or by delivering a copy of the summons and complaint to an agent authorized by appointment or by law to receive service of process.
- **If all of the above are not possible because of the absence from the state or inability to locate the respondent:** An ***Affidavit of Due Diligence*** can be provided to the Division. If the Division determines adequate efforts were made to serve the respondent(s), the Division will provide a letter to the claimants acknowledging their unsuccessful efforts to participate in the ADR program.

*** "Service by Publication" is not a valid form of service for the ADR Program.**