

Fast Reference Filing a Complaint

To File A Complaint Against A Community Manager Or Registrant Of The Real Estate Division:

- You must provide documentation of your attempt to resolve the issue prior to completing and submitting a complaint.
- Complete a [Form 514a](#), also known as a Statement of Fact against a Community Manager.
- Provide a complete and detailed sworn statement of your complaint.
- Name all parties present during conversations or actions.
- Use dates and time to indicate when conversations/actions took place.
- Provide names, addresses and telephone numbers of any witnesses to the events described in your complaint.
- Provide substantiating documentation when possible.
- You may hand deliver or mail your completed complaint form and attachments to the Compliance Section at the [Nevada Real Estate Division](#).

To File A Complaint Against A Homeowner's Association Board Member Or Unit Owner:

- Print [Form #530a](#), Intervention Affidavit Instructions.
- Print [Form #530](#), Intervention Affidavit with instructions. (If you do not have the ability to print, then contact our office by phone or in person to receive a copy of form #530 and #530a).
- Send a certified return receipt letter to the respondent detailing your complaint and a suggested resolution.
- Wait 14 calendar days. Then attach a copy of your certified letter, exhibit #1, and a copy of the certified return receipt card to the completed Intervention Affidavit.
- Mail, or hand deliver, the notarized Intervention Affidavit to the Ombudsman's office.

Note: A notary is available at no charge. Please call first if you will require this service.

To Request A Record Of Complaints:

- Complete the [Request for Records of Complaints](#) form to request a record of complaints filed against a licensee.
- The Division may take up to 10 days to complete this request.
- The information provided to you will be copied to the licensee that is the subject of the request.