



BRIAN SANDOVAL  
*Governor*

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION

**OFFICE OF THE OMBUDSMAN FOR OWNERS IN  
COMMON – INTEREST COMMUNITIES AND CONDOMINIUM HOTELS**  
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TERRY JOHNSON  
*Director*

GAIL J. ANDERSON  
*Administrator*

KARA M. JENKINS  
*Ombudsman*

**Date: November 7, 2011**

**To: All associations**

**From: Sonya Meriweather, Program Officer III**

**Re: Compliance with NRS 353.1467 – Requirement of Electronic Transmission of Payment in Excess of \$10,000**

As indicated in the enclosed informational bulletin from the Nevada Real Estate Administrator, Gail Anderson, dated March 18, 2009, all payments to the State of Nevada that are \$10,000 or more must be made by electronic transfer. Associations are required to initiate the electronic transfer at least 3 days before the association's renewal date. The transfer must be completed no later than the renewal date to be considered timely and avoid penalties. If the association's payment is less than \$10,000, there is no requirement for the payment to be made electronically and such payments must continue to be received in our office on or before the last business day, for the state, in the month in which the association incorporated.

For all associations that do meet the \$10,000 or more threshold, the association is required to perform the following two steps to complete this process:

1. Contact the Real Estate Division's Administrative Service Officer, Vicki Leigh at 775-684-7037 or email at [vleigh@business.nv.gov](mailto:vleigh@business.nv.gov) each year for the bank ABA Routing Number and the Nevada Real Estate Division's Account Number. These numbers must be provided to your financial institution in order to process ACH transactions.
2. E-mail the annual registration form on the same day as the electronic transfer to: [HOARegistrations@red.state.nv.us](mailto:HOARegistrations@red.state.nv.us). The registration form is used for verification of the amount transferred electronically. The association is still required to submit a hard copy of the registration form with signature for our files. If you are a master association, you must also submit the master roster via this email address and mail hard copy of master roster with the registration form to our office for our files. No other registration forms should be submitted through this e-mail account except those associations with payments of \$10,000 or more. If any registration form is received via this e-mail account that does not meet the dollar amount of this requirement, it will not be considered received for registration purposes.

If you have any questions, you may contact our office at 702-486-4480 or statewide toll-free at 877-829-9907.