

STATEMENT OF FACT **AGAINST A COMMUNITY MANAGER (#514a)**

Statements 1 through 4 cited below must be met prior to filing this Statement of Fact. **Please verify that you have met the requirements by initialing in each box.** As the aggrieved party, you:

- ☐ 1. Have sent the allegations of misconduct in writing to the Community Manager in an attempt to resolve the issue **before** filing a complaint with the Division and provided proof of the written communication in the form of an e-mail or letter. The written communication must include all allegations that you request the Division to consider for possible investigation.
- ☐ 2. Have waited at least 12 working days for the Community Manager to acknowledge and respond in writing to the alleged violation(s).
- ☐ 3. Have listed only one (1) alleged violation per page and have included applicable attachments (Exhibits) behind each such page. You must provide all supporting documentation with the complaint.
- ☐ 4. If you are a tenant, you must have had the complaint approved (written communication) by the unit's owner without the use of a Power of Attorney.

Please indicate whether you have spoken to a staff representative from the Ombudsman's Office to understand which specific provision of NRS or NAC 116 may have been violated. ☐ **Yes** ☐ **No** If yes, name: _____

Please Print or Type

Your Name: _____
Your complete physical address: _____
Unit Address, if different: _____
Email Address: _____
Home Phone: _____ Business Phone: _____

Name of Community Manager the complaint is against: _____
Name of Management Company: _____
Address of Management Company: _____
Management Company Telephone No. _____
Name of the Association: _____
Legal action pending pertaining to the allegations filed? ☐ Yes ☐ No If so, what action? _____
Alternative Dispute Resolution (ADR) claim filed? ☐ Yes ☐ No If so, what date & claim#: _____

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION
3300 West Sahara Avenue, Suite 350, Las Vegas, NV 89102
(702) 486-4480 * Toll free: (877) 829-9907 * Fax: (702) 486-4520
E-mail: CICombudsman@red.nv.gov <http://www.red.nv.gov>

Please complete the following information concerning your complaint. The Division's ability to investigate the matter will depend largely upon you providing a complete and detailed sworn statement. Attach all pertinent copies of papers and/or documents relevant to the complaint to this form. **It is advised that you retain a copy of this packet for yourself prior to submission.**

You are required to (*initial each box after completion*):

- ☐ State one (1) alleged violation, with a brief description, per page (reprint this page for each separate alleged violation).
- ☐ Each allegation must include its own supporting documentation (**Exhibit #1 for allegation #1, and so on**), which must be placed directly behind the allegation prior to submitting this package.
- ☐ When completing the sections below, **DO NOT write "See Attached."** If **"See Attached"** is written in the sections below **your complaint will not be processed.**
- ☐ Reviewed [NAC 116A.350](#) prior to filing this complaint.

ALLEGED VIOLATION # _____ : (To the point, state the alleged violation.)

SUPPORTING LAW AND/OR GOVERNING DOCUMENTS: (List the applicable laws and/or sections of governing documents.)

ATTACHMENTS: (List the types of documents marked as Exhibits, i.e., budget, notice of violation, governing document provisions, etc. specific to the alleged violation cited above.)

CONSIDER THE FOLLOWING CAREFULLY

- The Division is not empowered to compel anyone to accede to demands of any kind. We cannot force refunds of any kind. In this regard, we suggest that you seek private counsel to protect your interests, as **we are not authorized to give legal advice.**
- Do not delay any civil action you might be considering regarding this matter.
- Should the Division determine that a case warrants opening against the Community Manager, an investigation will be initiated. Considerable time may be required to complete our investigation. You will be advised of the disposition of this matter when the investigation is completed. Also, it may be necessary for you to appear and testify should this matter proceed to a hearing before the Commission for Common-Interest Communities.

I declare under penalty of perjury under law of the State of Nevada that the foregoing attached statement consisting of _____ pages is true and correct.

Executed on _____
(Date) (Signature)

You can mail or hand-deliver the completed affidavit package to:

NEVADA REAL ESTATE DIVISION
OFFICE OF THE OMBUDSMAN
COMMON-INTEREST COMMUNITIES AND
CONDOMINIUM HOTELS PROGRAM
3300 W. SAHARA AVE., SUITE 350, LAS VEGAS, NEVADA 89102
Email and fax submissions will NOT be accepted