

## **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 or not the association is required to have a business license.

**The Annual Registration form (Form 562)** should be used by associations or condominium hotels that are filing their annual registration as required by NRS 116.31158 or NRS 116B.625 and paying unit fees, if appropriate as required by NRS 116.31155 and NRS 116B.620.

If you are unsure whether or not your association is exempt from chapter 116 of NRS and NAC, in accordance with NRS 116.1201 and NAC 116.090, you should contact the Office of the Ombudsman for Owners in Common-Interest Communities and Condominium Hotels at 702-486-4480 or statewide toll free at 1-877-829-9907.

The fee that an association is required to pay pursuant to NRS 116.31155 and NRS 116B.620 is \$4.25 for each unit in the association. This fee should be paid by the association annually when filing their Association Annual Registration (Form 562). The registration form and fees are due annually to the Office of the Ombudsman on its last business day of the month in which the association was incorporated through the Nevada Secretary of State.

To calculate the amount due, multiply the number of units in the association by \$4.25. Checks should be made payable to "NRED – Omb. Fee" and mailed to the Office of the Ombudsman for Owners in Common-Interest Communities and Condominium Hotels, Nevada Real Estate Division, 3300 W Sahara Ave, Ste 325, Las Vegas, NV, 89102.

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 325 \* Las Vegas, NV 89102  
(702) 486-4480 \* Toll free: (877) 829-9907 \* Fax: (702) 486-4520  
E-mail: [CICOmbudsman@red.nv.gov](mailto:CICOmbudsman@red.nv.gov) <http://www.red.nv.gov>  
**INITIAL ASSOCIATION REGISTRATION**

**NOTE: Please read directions on the 3rd page before filling out this form.**

**Association name:** \_\_\_\_\_

**Subdivision name(s) for the Association:** \_\_\_\_\_

Pursuant to NRS 116.3101 and NRS 116B.415, indicate the type of common-interest community (choose one):  
 For-profit corporation     Nonprofit corporation     Trust     General partnership     Limited partnership     Limited liability partnership

Association's physical address (if no address, list closest cross streets): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County where association is located: \_\_\_\_\_

Current billing/contact address for Division purposes: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

**\*\* The association is a (check one)     Condominium     Cooperative     Planned community     Condominium Hotel**

**\*\* If a planned community, indicate which types of units it includes:**

Single Family Dwelling     Condominium     Townhouse     Manufactured Housing     Duplex

Is the common-interest community a master association or sub-association? (If so, indicate which.)     Master     Sub     N/A

If a sub-association, to which master association does it belong? \_\_\_\_\_

Date of conveyance/closing of first residential unit (Mo./day/yr.): \_\_\_\_\_ Units conveyed/closed to date: \_\_\_\_\_

When/If all units have been conveyed/closed, how many total units will be/are in the community? \_\_\_\_\_

**Board must provide their individual contact information – Declarant's information is not acceptable**

Executive Board	President	Treasurer	Secretary
Board Member's Name			
Address: Number and Street City / State / Zip Code			
Telephone Number	(    )	(    )	(    )
E-mail Address (Optional)			

	Management Company	Custodian of Records or Hotel Unit Owner	Attorney	Declarant
Business Name				
Contact Name				
Address: Number and Street City / State / Zip Code				
Telephone Number	(    )	(    )	(    )	(    )
E-mail Address (Optional)				

**Name of person completing form (print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_ **Mgr. License #:** \_\_\_\_\_

<b>Office use only</b>		
<b>SOS Filing Date:</b> _____	<b>SOS File Number:</b> _____	
<b>Initials and Date received:</b> _____	<b>Initials and Date entered:</b> _____	<b>Fiscal Year:</b> _____

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INSTRUCTIONS FOR INITIAL ASSOCIATION REGISTRATION FORM

**NOTE: The registration form must be completed and submitted to the Ombudsman with payment of the unit fees. The Ombudsman will provide a receipt, if appropriate, and certificate for the association's filing with the Nevada Secretary of State (SOS).**

**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(3) (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(3)(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.
- **Special Instructions for master associations and sub-associations:** If a Master Association is indicated, the master association **must** submit a roster that identifies all sub-associations and any neighborhood or other units directly under the master association, that are not included as either a sub association or neighborhood as of the filing date of this form, which contains the following information: sub-association or neighborhood's name, SOS File No. (if different from master), and number of units. For a sub-association, name of the master association.

**Units**

- Date the first residential unit in the common-interest community was conveyed/closed (ownership transferred from declarant to unit owner).
- 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 Administrator of the Nevada Real Estate Division requires a copy of the form to be submitted to the Ombudsman.

**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.**