

For Division use only: Date request received: _____ Received by: _____
Date request processed: _____ Processed by: _____

**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., Suite 325 * Las Vegas, Nevada 89102
(702) 486-4480 * Toll free: (877) 829-9907 * Fax: (702) 486-4520
E-mail: CICOmbudsman@red.nv.gov <http://www.red.nv.gov>

REQUEST FOR BOOKS, RECORDS and OTHER DOCUMENTS

PLEASE READ ALL OF THE FOLLOWING INFORMATION CAREFULLY!

The records request form is a service of the Real Estate Division to help people resolve disputes regarding requests for records as pursuant of **NRS 116.31175**

1. Except as otherwise provided in subsection 4, the executive board of an association shall, upon the written request of a unit's owner, make available the books, records and other papers of the association for review at the business office of the association or a designated business location not to exceed 60 miles from the physical location of the common-interest community and during the regular working hours of the association, including, without limitation:

- (a) The financial statement of the association;
- (b) The budgets of the association required to be prepared pursuant to [NRS 116.31151](#);
- (c) The study of the reserves of the association required to be conducted pursuant to [NRS 116.31152](#); and
- (d) All contracts to which the association is a party and all records filed with a court relating to a civil or criminal action to which the association is a party.

2. The executive board shall provide a copy of any of the records described in paragraphs (a), (b) and (c) of subsection 1 to a unit's owner or the Ombudsman within 21 days after receiving a written request therefor. Such records must be provided in electronic format at no charge to the unit's owner or, if the association is unable to provide the records in electronic format, the executive board may charge a fee to cover the actual costs of preparing a copy, but the fee may not exceed 25 cents per page for the first 10 pages, and 10 cents per page thereafter.

Name: _____

Address: _____

Phone No. _____ E-Mail: _____

Fax No. _____ Other: _____

Association's Name: _____

Processing of records request form:

The Division may take up to ten (10) working days to process this request. If you have not received a response within ten days, please contact the Ombudsman's Office at 702-486-4480 or statewide toll-free at 877-829-9907. Please ask for Marina Benn.

Have the following steps been completed?

All questions must be answered in order to process your request.

Have you formally requested the records in writing? Yes No

Pursuant to NRS 116.31175(2), has the 21 day period expired from the date of the original writing request for documents? Yes No

Is this request for records due to? Denial of request No response

**** Attached to this form, must be a copy of the written request that was submitted. ****
(i.e. emails (entire conversation must be submitted); letters)

Records requested:

List numerically and legibly. Attach additional pages if necessary

- 1.
- 2.
- 3.
- 4.
- 5.

Request for records were sent to whom? **Community Manager** **Board Members**

Individual's name: _____

Company name (if applicable): _____

Please sign and send all original documentation:

**Office of the Ombudsman
Marina Benn
3300 W. Sahara Ave., Suite 325
Las Vegas, NV 89102**

I have read and understand the foregoing information regarding my request.

Print the name of the person who is requesting the documents

Signature of Requestor

Date