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 350, Las Vegas, NV 89102 (702) 486-4480 / Toll free: (877) 829-9907 / Fax: (702) 486-4520 E-mail: <u>HOARegistrations@red.nv.gov</u> Website: https://red.nv.gov/

LETTER OF REPRESENTATION

A letter of Representation is a legal letter that an attorney sends to the DIVISION informing them that he/she **represents the Client.**

The Division requires a **Letter of Representation** to contain the following:

- A letter written on the attorney's letterhead and signed by the attorney.
- Attorney's name and contact information (or the name of the law office/law firm representing)
- The name of the **Client** that the attorney is representing.
- NRED Case Number
- A statement that shows that permission or authorization has been granted to the attorney to represent the **Client**.
- A statement that all correspondence and inquiries regarding the investigation be directed to the attorney.

Template for a Letter of Representation

Revised: 12/18/2024