

**STATE OF NEVADA**  
**DEPARTMENT OF BUSINESS AND INDUSTRY - REAL ESTATE DIVISION OFFICE OF THE**  
**OMBUDSMAN FOR COMMON-INTEREST COMMUNITIES AND CONDOMINIUM HOTELS**

3300 West Sahara Avenue, Suite 350, Las Vegas, NV 89102  
(702) 486-4480 \* Toll free: (877) 829-9907 \* Fax: (702) 486-4520  
CICOmbudsman@red.nv.gov \* http://www.red.nv.gov

**REQUEST FOR BOOKS, RECORDS and OTHER DOCUMENTS**

Pursuant to **NRS 116.31175**, 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. The executive board must **NOT** make available:

- (a) personnel records of *employees* of the association, except for those relating to number of hours worked, salaries and benefits;
- (b) records of the association relating to another unit's owner; and
- (c) any document in the process of being developed for final consideration by the executive board.

<b>ANSWER ALL QUESTIONS BELOW:</b>		
Was a request for records made in writing to the association?	Yes	No
Sent by email?	Yes	No
Sent to a physical mailing address?	Yes	No
Requested from a community manager?	Yes	No
Requested from an executive board member?	Yes	No
Date written request was sent:		
Have you attached to this form a copy of the written request for records that was submitted to the association? ( <b>mandatory</b> )	Yes	No
Are you submitting this form due to a:	Denial <i>or</i> Non-response from the association	
<b>*ARE YOU REQUESTING A COPY OF (written request to association must include specific dates, years, etc.):</b>		
The association's meeting minutes?	Yes	No
The financial statement of the association?	Yes	No
The budgets of the association?	Yes	No
The study of the reserves of the association?	Yes	No
*The executive board <b>SHALL provide a copy of</b> the financial statement, budgets and reserve study to a unit's owner <b>within 21 days</b> after receiving the written request. Such records must be provided in electronic format at no charge or, if the association is unable to provide the records in electronic format, at a fee not to exceed 25 cents per page for the first 10 pages, and 10 cents per page thereafter.		
<b>**ARE YOU REQUESTING TO REVIEW (written request to association must be specific):</b>		
Any contracts to which the association is a party?	Yes	No
Any records filed with a court relating to a civil or criminal action to which the association is a party?	Yes	No
Any financial and <i>other</i> records of the association?	Yes	No
If you answered 'yes' in the box directly above, list the specific records requesting: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____		

\*\*Records for **review** must be made reasonably available for any unit's owner/authorized agents to inspect, examine, photocopy and audit themselves. The executive board shall not require a unit's owner to pay an amount in excess of \$10 per hour to **review** records.

If a unit's owner is refused access to the books, records or other papers of the association, this form may be submitted as evidence of a written request to the Ombudsman to request association records on the unit owner's behalf.

If the Ombudsman's Office is not provided access to the books, records or other papers of the association within 14 business days of request, pursuant to NRS 116A.630 for community managers and NAC 116.405 for executive board members, the Office may initiate a case and refer it to the CIC Commission for further determination as to whether or not the individual(s) who were requested to provide records performed their duties as outlined in the law.

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Fax No. \_\_\_\_\_ Other: \_\_\_\_\_

Association's Name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This form will only be processed if submitted in person, by mail, or via [CICOmbudsman@red.nv.gov](mailto:CICOmbudsman@red.nv.gov).**

**For Division Use Only**

Date Request Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Date Request Processed: \_\_\_\_\_

Processed by: \_\_\_\_\_