

HOW TO LOCATE THE SUBDIVISION'S NAME

(Make sure the pop-up blocker is turned off before starting)

ALL ASSOCIATIONS, PROVIDED THAT YOU ARE NOT A MASTER ASSOCIATION WITHOUT UNITS, HAS A SUBDIVISION NAME. To locate the subdivision's name for an association utilize the instructions for the county in which the association is located. **The following county assessor offices do not provide an on-line lookup to locate the subdivision's name: Esmeralda, Lander, Lincoln, Mineral, Storey, and White Pine.** The subdivision's name will need to be located in the governing documents.

Clark County

- Go to <http://www.clarkcountynv.gov>
- On the main screen, to the left of the screen will be a box titled "Popular Services". In that box will be title "Property Records Search", click on title.
- On the page titled "ASSESSOR RECORDS AND MAPS", in the section titled "SEARCH", under bolded title of "Real Property Records" click "Address".
- Enter the address in the association you are researching by following the instructions on this page, then click **Submit**.
- Click on the Parcel Number associated with the address entered.
- On the "Real Property Parcel Record" the subdivision name can be located under the General Information Section, next to "Assessor Description".
- To verify the correct name, click on the "Aerial View" tab above the **General Information** section.
- An aerial view of the address will appear which will be highlighted.
*Clark County Assessor's web site has been updated as of April 15, 2010.
To view the Aerial Maps, you must first download MS Silverlight.*
- **If the association is a condominium**, a small pop-up widow will prompt you that the address is located in a condominium, click **OK**.
- To continue to the map, click "**Accept**" in the web site generated dialog box. Click anywhere inside highlighted area.
- In a **condominium project**, a box will appear titled "Condominium Property Owners List". At the bottom of the window, there will be a scroll bar - scroll to the end and the subdivision name will be listed in the third to last column.
- **All other units**, a box will appear. Click on the tab titled **Misc. Info.** to verify the association's subdivision name.

Washoe County

- Go to <http://www.co.washoe.nv.us/>
- On the main screen, click on the "more announcements:" link under the "Latest News" Section.
- On the "County Announcement page" on the top left hand side of the screen, under "CITIZENS" section, click on the "property info" link. This will direct you to the "Real Property Assessment Data" screen.
- In the middle of that screen, click on the button labeled "Search Page".
- You should now see the "Office of the Washoe County Assessor Real Property Assessment Data".
- Enter in a street number* and street name of an address within the association.
- **As a helpful hint, the Washoe County Assessors list all street addresses with 5 digits (i.e. if the street address that you are researching is 671, you would need to enter the address as 00671).*
- Click "Situs Search"
- Click on the "APN number associated with the address researching"
- Click on "Parcel Summary" at that top of the page.
- Subdivision name will be located under the "Owner Information & Legal Description" section.

Douglas County

- Go to <http://assessor.co.douglas.nv.us/index.cfm>
- On the main screen, click on the "Assessment Information" link on the left hand side of screen
- This will bring you to the main "Parcel Search" Page
- Search by entering an address within the association in the "Number" & "Street" section
- **As a note, do not enter street types (Drive, Lane, and Street) or their corresponding abbreviations, because the search engine will not recognize this info. Only enter the street name.*
- Click "Search"
- The next screen will display the parcel number attached to that particular address, click on the parcel number.
- Under "Property" (the pink outlined box on the far right hand side of the screen) listed next to "Sub" will be the subdivision name. To verify that you have the right name, you can click on "more" at the bottom on the pink box and it should read: subdivision - then the name of the subdivision.

Carson City County

- <http://www.carson-city.nv.us>
- On the home page click on "City Government" at the top of the page
- Scroll down to "Assessor"
- On the Assessor's page, to the left of the screen click on "Property Information"
- Click on "Real Property"
- Click the bubble next to "Property Location" at the top
- Enter the address in the "Partial Property Location"
- *NOTE: it is easier to enter the street name rather than the address and street name. If you enter the street name, it is easier to locate the address.*
- Click on the parcel number related to the address you are searching for.
- In the box labeled "location" in the upper left corner is the subdivision's name.

Churchill County

- Go to <http://www.churchillcounty.org/>
- Scroll down, click on "Assessor"
- Scroll down, click on "Browse our Property Files"
- Click on "Real Property"
- Click the bubble next to "Property Location" at the top
- Enter the address in the "Partial Property Location"
- *NOTE: When entering the address, only utilize the street name rather than the full address.*
- Click on the parcel number related to the address you are searching for.
- In the upper left corner, under Location, will be the subdivision's name.

Elko County

- Go to <http://www.elkocountynv.net>
- Click on "Departments" at the top of the page
- Scroll down to "Assessor"
- On the Assessor's page, on the top of the page, click on the button at the top of the page: "Click here to access the County Assessor's Public Records"
- Click on "Real Property"
- Click the bubble next to "Property Location" at the top
- Enter the address in the "Partial Property Location"
- *NOTE: When entering the address, only utilize the street name rather than the full address.*
- Click on the parcel number related to the address you are searching for.
- In the upper left corner, under Location, will be the subdivision's name.

Lyons County

- Go to www. <http://www.lyon-county.org>
- Click on "Departments" at the top of the page
- Scroll down to "Assessor"
- On the Assessor's page, to the left of the screen click on "On-Line Data"
- A new screen will pop up
- Click on "Real Property"
- Click the bubble next to "Property Location" at the top
- Enter the address in the "Partial Property Location"
- *NOTE: When entering the address, only utilize the street name rather than the full address.*
- Click on the parcel number related to the address you are searching for.
- In the upper left corner, under Location, will be the subdivision's name.

Nye County

- Go to www. <http://www.nyecounty.net/>
- Click on "Departments" to the left
- Click on "Assessor"
- Click on "assessor Data Search" to the left
- Click on "Assessor Data Search"
- Click on "Real Property"
- Click the bubble next to "Property Location" at the top
- Enter the address in the "Partial Property Location"
- *NOTE: When entering the address, only utilize the street name rather than the full address.*
- Click on the parcel number related to the address you are searching for.
- In the upper left corner, under Location, will be the subdivision's name.

Eureka County

- Go to www. <http://www.co.eureka.nv.us/>
- Click on "Assessor's Office" at the left of the page
- Click on "Property Information"
- Click on "Real Property"
- Click the bubble next to "Property Location" at the top
- Enter the address in the "Partial Property Location"
- *NOTE: When entering the address, only utilize the street name rather than the full address.*
- Click on the parcel number related to the address you are searching for.
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Humboldt City County

- Go to www. <http://www.hcnv.us/>
- Click on "County Offices" at the left of the page
- Scroll down and click on "Assessor's Office"
- Scroll down and click on "Assessor's on-line data inquiries"
- Click on "Real Property"
- Click the bubble next to "Property Location" at the top
- Enter the address in the "Partial Property Location"
- *NOTE: When entering the address, only utilize the street name rather than the full address.*
- Click on the parcel number related to the address you are searching for.
- In the upper left corner, under Location, will be the subdivision's name.

Pershing County

- Got to <http://www.pershingcounty.net/index.htm>
- Click on "Assessor"
- Click on "Online Property Information" at the top of the page
- Click on "Real Property"
- Click the bubble next to "Property Location" at the top
- Enter the address in the "Partial Property Location"
- *NOTE: When entering the address, only utilize the street name rather than the full address.*
- Click on the parcel number related to the address you are searching for.
- In the upper left corner, under Location, will be the subdivision's name.