

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

2501 East Sahara Avenue, Suite 202 * Las Vegas, NV 89104-4137 * (702) 486-4480
E-mail: CICombudsman@red.state.nv.us <http://www.red.state.nv.us>

OMBUDSMAN INTERVENTION AFFIDAVIT INSTRUCTIONS

PLEASE READ ALL OF THE FOLLOWING INFORMATION CAREFULLY. The Intervention Affidavit process is a service of the Real Estate Division to help people resolve disputes regarding Nevada common-interest communities and their boards of directors. The process includes three possible steps: participation in the Ombudsman's conference, where if both parties are willing, the Ombudsman may request a conference providing a neutral setting in an attempt to resolve the issues through mutual agreement; if the issues involve possible violations of state law, the affidavit and file may be referred to the Compliance section; and, if the alleged violations are substantiated, the Division may file a formal complaint for disciplinary action by the Commission of Common-Interest Communities and Condominium Hotels.

The Commission for Common-Interest Communities and Condominium Hotels or a hearing panel may impose an administrative fine of not more than \$1,000 against any person who knowingly files a false or fraudulent affidavit with the Division.

To begin the process, it is essential to complete ALL of the following steps:

1. Before submitting the Intervention Affidavit, you are required to contact the person or persons with whom you have a dispute via a written notice sent to their last known address. In the written notice you must describe the situation including:
 - (a) any alleged violations, (b) any damages that resulted from the alleged violation, and
 - (c) and proposed corrective action to resolve the alleged violation

The written notice must be sent by certified mail, return receipt requested only. No other method of delivery will be accepted by the Division as mandated by Nevada Revised Statutes (NRS) 116.760(2). You must allow a reasonable amount of time for a response regarding the allegations.

2. If after contacting the person a resolution is not reached, you may complete the Intervention Affidavit form and submit it to the Office of the Ombudsman no later than one (1) year after discovery of the alleged violation (or after the alleged violation should have reasonably been discovered). You should also reference any applicable statutes regarding the alleged violation. ***Any allegation that was not indicated in the written notice and not listed on page 3 of the affidavit can not be discussed during the conference with the Ombudsman, investigated by the Compliance section, or considered by the Commission for disciplinary action.***
3. You must sign the affidavit in the presence of the notary and the affidavit must then be notarized by the notary public.
4. You must provide a copy of the certified written notice of which the certified return receipt must be stapled to the written notice for verification. References to e-mails, phone conversations and other communications are not acceptable evidence of notification. Again, only those allegations mentioned in the affidavit ***and*** in the letter to the respondent will be considered by the Division. Please provide only pertinent attachments to support the allegations listed in the affidavit.
5. You can mail or hand deliver the completed affidavit package to:

**RHONDA GALVIN
NEVADA REAL ESTATE DIVISION, OFFICE OF THE OMBUDSMAN
2501 E. SAHARA AVE., SUITE 205, LAS VEGAS, NV 89104**

The intervention affidavit process has multiple steps and may take several weeks, so if you wish to utilize the Alternative Dispute Resolution (ADR) program, (www.red.state.nv.us) or other action in the interim, please do not delay in doing so.

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

2501 East Sahara Avenue, Suite 202 * Las Vegas, NV 89104-4137 * (702) 486-4480
E-mail: CICombudsman@red.state.nv.us <http://www.red.state.nv.us>

OMBUDSMAN INTERVENTION AFFIDAVIT

STATE OF NEVADA

COUNTY OF _____

Date: _____

I, _____ (Claimant), after being first duly sworn, state under penalty of perjury and based upon personal knowledge:

1. I have been aggrieved by an alleged violation of Chapter 116 of the Nevada Revised Statutes, Nevada Administrative Code or the governing documents of the association. The person or entity who committed the alleged violation is: _____ (Respondent).
(Bd Pres Jack Troia, Sec Ann Small, CAMs (RMI) and Election Cmte. Chair Mary Bruner)

2. The Homeowners Association involved in this intervention affidavit is:

Secretary of State filing # for the association: _____
(filing # located at: <https://esos.state.nv.us/SOSServices/AnonymousAccess/CorpSearch/CorpSearch.aspx>)

Name of the Homeowners Association: _____

Address for the Homeowners Association: _____

Phone number for the Homeowners Association (President or other contact): _____

Name of President or contact for the Homeowners Association: _____

3. I have provided the Respondent, _____ via certified mail, return receipt requested, with written notice of the exact issues listed in the intervention affidavit. ***I UNDERSTAND THAT IF THE ALLEGATIONS (AND SUPPORTING FACTS) IN MY CERTIFIED LETTER DO NOT MATCH THE ALLEGATIONS (AND SUPPORTING FACTS) DESCRIBED IN #7 BELOW, THOSE ISSUES WILL NOT BE CONSIDERED AS PART OF MY COMPLAINT.***

4. The written notice specified, in reasonable detail, the alleged violation, any actual damages I suffered as a result of the alleged violation, and the corrective action I proposed, if any.

5. The notice referred to in # 3 was mailed to respondent's last known address.

6. ***Attached to the Affidavit as Exhibit "1" is a copy of the certified letter sent to respondent AND stapled to that letter is the certified return receipt from the post office.*** This may constitute evidence that the respondent has been given a reasonable opportunity, after receipt of the written notice, to correct the alleged violation.

