



JIM GIBBONS  
*Governor*

LINDSAY WAITE  
*Ombudsman*

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION

OFFICE OF THE OMBUDSMAN FOR OWNERS IN  
COMMON – INTEREST COMMUNITIES AND CONDOMINIUM HOTELS  
CICOmbudsman@red.state.nv.us  
<http://www.red.state.nv.us>

DIANNE CORNWALL  
*Director*

GAIL J ANDERSON  
*Administrator*

## Let's Talk About Those Forms

Filling out forms for the Ombudsman's Office – everyone has to do it. Sometimes those forms just keep coming back – incomplete info, wrong check amount, the master's info doesn't jibe with the sub's info. **WHAT DO THEY WANT FROM ME?**

The Ombudsman wants to take the sting out of compliance. To assist community managers and others in working with our office, the Ombudsman's staff will host a workshop covering all of its forms pertaining to registration. A guest speaker will also share his tried-and-true method of handling the plethora of forms. After attending this class, you should sail through the required paperwork and avoid missing deadlines with definitive guidance on the following topics:

### **How to/when to complete the following forms:**

- #603 Initial registrations
- #562 Annual registrations
- #620 Master Rosters
- #623 Registration Filing Addendum
- #646 Name Change Notifications
- #602 Declaration of Certification
- #609 Reserve Study Summary Form
- Plus, the new \$10,000 check rule

The session is scheduled for **October 16, 2009 from 1:30pm to 4:30pm** in the Second Floor Conference Room of the Bradley Building, 2501 E. Sahara Ave.

Learn where to find the date of first conveyance, or how to confirm the identity of the declarant and the subdivision's name. Never again have to fill out a form twice ... well, hopefully never again!

**Contact Nick at the Ombudsman's office at 486-4480 by 10/2/09 to reserve your seat and learn how to make it all work the first time.**