



# NEVADA STATE CONTRACTORS BOARD

5390 KIETZKE LANE, SUITE 102, RENO, NEVADA, 89511 | (775) 688-1141 | FAX: (775) 688-1271 | INVESTIGATIONS (775) 688-1150  
8400 WEST SUNSET ROAD, SUITE 150, LAS VEGAS, NEVADA 89113 | (702) 486-1100 | FAX: (702) 486-1190 | INVESTIGATIONS (702) 486-1160  
[www.nscb.nv.gov](http://www.nscb.nv.gov)

## RESIDENTIAL RECOVERY FUND ELIGIBILITY CHECKLIST AND INSTRUCTIONS

The Residential Recovery Fund provides limited monetary compensation to single-family homeowners that have been damaged by a licensed contractor. In such circumstances, the homeowner is required to exhaust all other means of recovery before making a claim to the Residential Recovery Fund.

The Residential Recovery Fund has **strict** eligibility requirements in accordance with Nevada Revised Statutes (NRS) 624.400 - 624.550 and Nevada Administrative Code (NAC) 624.730 - 624.770. You must complete this form to determine whether or not you are eligible to recover from the Residential Recovery Fund.

**BEFORE SUBMITTING YOUR CLAIM, please ensure the following checklist is completed:**

- |  |     |    |
|--|-----|----|
| 1. Has this claim been filed within four (4) years after the completion of qualified services?   | YES | NO |
| 2. <b>LICENSING:</b> For question 2, you can check NSCB license details here:<br><br><a href="https://app.nvcontractorsboard.com/Clients/NVSCB/Public/ContractorLicenseSearch/ContractorLicenseSearch.aspx">https://app.nvcontractorsboard.com/Clients/NVSCB/Public/ContractorLicenseSearch/ContractorLicenseSearch.aspx</a> |     |    |
| a. Was the contractor an <b>actively</b> licensed contractor at the time of qualified services?  | YES | NO |
| b. Was the contract amount within the set <b>monetary limit</b> of the contractor's license?   | YES | NO |
| c. Was the contractor licensed for the scope of work performed (license <b>classification</b> )?<br>(e.g., C-10 Landscaping)   | YES | NO |
| 3. Does the license number and business name match the contract?   | YES | NO |
| 4. Were the payments made payable to the name of the licensed contractor?  | YES | NO |
| 5. Was the permit for the construction, remodel, repair or improvement of the residence pulled by the contractor and in the contractor's name? (NOT owner-builder)   | YES | NO |
| 6. Is the home in your personal name or in the name of your family trust?  | YES | NO |
| 7. Do you have a Decision & Order from the Board, judgment from a Nevada Court and/or Lien?  | YES | NO |

If you answered NO to any of the above questions, please explain: \_\_\_\_\_

Please submit your completed claim to:

**Northern Nevada Office:**  
5390 Kietzke Lane, Suite 102  
Reno, Nevada 89511  
Investigations: (775) 688-1150  
Fax: (775) 688-1271  
[investigations@nscb.state.nv.us](mailto:investigations@nscb.state.nv.us)

**Southern Nevada Office:**  
8400 West Sunset Road, Suite 150  
Las Vegas, Nevada 89113  
Investigations: (702) 486-1160  
Fax: (702) 486-1190  
[investigations@nscb.state.nv.us](mailto:investigations@nscb.state.nv.us)



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## RESIDENTIAL RECOVERY FUND CLAIM

In accordance with Nevada Revised Statutes (NRS) 624.400-624.550 and Nevada Administrative Code (NAC) 624.730-624.770 inclusive, a homeowner may file a claim against a properly licensed contractor with the Nevada State Contractors Board (NSCB) Residential Recovery Fund for recovery of damages incurred by the failure of a residential contractor to perform Qualified Services adequately. Qualified Services means any construction, remodeling, repair or improvement performed by a residential contractor on a single-family residential home occupied by the owner of the residence.

### FOR NSCB USE ONLY

RECOVERY FUND CLAIM NO.: \_\_\_\_\_ CONSUMER COMPLAINT FILE NO.: \_\_\_\_\_

### INSTRUCTIONS

- Forms must be typed or printed in ink.
- Attach the original, completed and signed Residential Recovery Fund Claim.
- Attach the original, completed, signed and notarized Verification Form.
- Attach the original, completed and signed Exhibit Checklist.
- Attach the original, completed and signed Consent for Electronic (Email) Service.
- Include a copy of your original construction contract, plus any addendums or change orders.
- Include documents that verify payment(s) made on the contract (i.e., checks; receipts; close of escrow settlement; executed lien release waivers; bank records of payments).

### CLAIM FILED AGAINST

CONTRACTOR'S COMPANY NAME:		LICENSE NO.:
CONTRACTOR'S ADDRESS: <i>(Number, Street, City, State, Zip Code)</i>		
BUSINESS PHONE NO.:	HOME OR CELL PHONE NO.:	EMAIL ADDRESS:

### CLAIM FILED BY

CLAIMANT'S NAME:		EMAIL ADDRESS:	
MAILING ADDRESS: <i>(Number, Street, City, State, Zip Code)</i>			
HOME PHONE NO.:	CELL PHONE NO.:		
ADDRESS/LOCATION WHERE WORK WAS PERFORMED:			
DATE WORK BEGAN:	NEW CONSTRUCTION PROJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO	REMODEL PROJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
CONTRACT DATE: <i>(attach written contract)</i>		DO YOU OWN AND OCCUPY THE RESIDENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
CONTRACT AMOUNT:	PAID IN FULL? <input type="checkbox"/> YES <input type="checkbox"/> NO	BALANCE DUE? <i>(if any)</i>	AMOUNT OF LOSS YOU ARE CLAIMING? <i>(max \$40,000.00)</i>
DATE CONTRACTOR LAST PERFORMED WORK ON THE DEFECTIVE ITEM(S) CLAIMED:		DATE CONTRACTOR ABANDONED PROJECT:	



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<b>STATEMENT OF FACTS RELATING TO YOUR CLAIM ABOUT THE CONTRACTOR'S INADEQUATE PERFORMANCE OF QUALIFIED SERVICES.</b> <i>(Use separate sheets if necessary. Specify, in detail, the nature of this claim):</i>		
<b>WHAT EFFORTS (if any) HAVE YOU MADE TO RECOVER YOUR LOSS?</b> <i>(i.e.: stopped payment on checks, filed a claim against the contractor's license bond or performance bond, filed a claim in an estate proceeding, filed a fraud claim with your credit card company, sued the contractor or made insurance claims).</i>		
<b>LIST ANY SOURCES FOR REIMBURSEMENT OF LOSS, SUCH AS INSURANCE:</b>		
<b>IF ANOTHER CONTRACTOR HAS BEEN HIRED TO CORRECT THE INADEQUATE CONSTRUCTION, PLEASE PROVIDE THE FOLLOWING INFORMATION:</b>		
NAME OF CONTRACTOR:	AMOUNT OF MONEY THAT HAS BEEN PAID TO THE NEW CONTRACTOR :	
<b>EXPLAIN WHAT WORK HAS BEEN DONE BY THE NEW CONTRACTOR AND PROVIDE A COPY OF THE NEW CONTRACT:</b>		
<b>PLEASE PROVIDE CONTACT INFORMATION OF ANY OTHER PERSONS WHO CAN PROVIDE ADDITIONAL INFORMATION CONCERNING THIS CLAIM:</b>		
NAME:	ADDRESS:	PHONE NO.:
NAME:	ADDRESS:	PHONE NO.:
NAME:	ADDRESS:	PHONE NO.:



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## **FURTHERMORE, CLAIMANT AGREES:**

Claimant represents that the act(s) listed above occurred while the above-named contractor was properly licensed as a contractor in the State of Nevada to do the type of work he performed (scope of work and within the monetary limit on his license).

Claimant represents that other than the above-said contract, that Claimant has, at no time, been in a business relationship with, nor been a partner, associate, spouse or other immediate family member, of the above-named contractor.

Claimant agrees to cooperate in the investigation of this claim and in any related disciplinary proceedings against the above-named contractor. Before any payment can be received from the Residential Recovery Fund, the Claimant must sign and deliver to the State Contractors Board an agreement whereby the Nevada State Contractors Board is subrogated to the rights of the Claimant, plus any costs incurred by the Nevada State Contractors Board in recovering that amount from the contractor or his/her estate, personal representatives, assigns or successors in interest.

## **The Claimant understands and agrees that:**

- a) **Any reimbursement of loss from the Residential Recovery Fund is at the sole discretion of the Board and not a matter of right. No person has any right to a reimbursement from the fund as a third-party beneficiary or otherwise, either before or after allowance of a claim.**
- b) **Any false representation by the Claimant contained herein may subject the Claimant to legal action to recover any money distributed to the Claimant.**
- c) **A claim that includes a false or altered document, a billing receipt or estimate that is found to include an enhancement, improvement, upgrade source, material or work that is outside the scope of the original contract, will be automatically denied.**
- d) **If an attorney is retained to assist in the preparation of this claim, no fee or other compensation may be paid to that attorney from the Residential Recovery Fund.**

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Claimant



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**CLAIM MUST BE VERIFIED.**

**PLEASE NOTE: YOUR CLAIM WILL NOT BE PROCESSED UNTIL ALL RELEVANT DOCUMENTS, ATTESTATIONS, CHECKS, RECEIPTS, ETC. ARE ATTACHED.**

STATE OF NEVADA                    )  
  )    **SS**  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_ being first duly sworn, deposes and says:

That \_\_\_\_\_ (he/she) is the Claimant in the above claim; that \_\_\_\_\_ (he/she) has read the claim and knows the contents thereof; and that the same is true of \_\_\_\_\_ (his/her) own knowledge.

\_\_\_\_\_  
Signature of Claimant

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for said County and State



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## RESIDENTIAL RECOVERY FUND SUBROGATION OF RIGHTS

The Residential Recovery Fund was established to reimburse homeowners for actual damages as a result of an act or omission of a residential contractor to perform qualified services.

NRS 624.510(3)(a) states, "If the Board or its designee determines that an injured person is eligible for recovery from the account pursuant to this section or NRS 624.490, the Board or its designee may pay out of the account: the amount of actual damages suffered, but not to exceed \$40,000.00; or if a judgment is obtained as set forth in NRS 624.490, the amount of the actual damages included in the judgment and remaining unpaid, but not to exceed \$40,000.00."

NRS 624.510(5) states, "If an injured person has recovered a portion of his loss from sources other than the account, the Board shall deduct the amount recovered from other sources from the amount payable upon the claim and direct the difference to be paid from the account."

NRS 624.510(6) states, "To the extent of payments made from the account, the Board is subrogated to the rights of the injured person, including, without limitation, the right to collect from a surety bond or a cash bond. The Board and the Attorney General shall promptly enforce all subrogation claims."

NAC 624.765 states, "As a condition of receiving payment from the recovery fund, a claimant must enter into an agreement with the Board pursuant to which the Board is subrogated to the rights of the Claimant against the accused residential contractor, the estate of the accused residential contractor of a third party for an amount equal to the amount of money paid from the recovery fund to the Claimant plus the amount of all costs incurred by the Board in recovering that amount of money from the accused residential contractor, the estate of the accused residential contractor of the third party. The agreement must provide that the Claimant will cooperate with the Board in any proceeding commenced to recover such money for the accused residential contractor, the estate of the accused residential contractor or the third party."

Pursuant to the foregoing, you hereby agree to subrogate any and all of your rights to any and all future claims or recoveries from the Residential Recovery Fund or from any surety bond, cash bond, civil judgment or any other source of the contractor and waive your rights to collect those monies and assign those rights to the Nevada State Contractors Board.

In signing this document, the Claimant states unequivocally that he or she understands the provisions of the Subrogation of Rights and on their own or with the assistance of counsel, have read and fully concur with the Subrogation of Rights to the Nevada State Contractors Board.

In the event that you collect any monies from the contractor, surety bond, cash bond, civil judgment, reimbursement from credit card or any other source, the Nevada State Contractors Board is authorized to collect those monies from you and or your estate.

Residential Recovery Fund Claim No.: \_\_\_\_\_  
*(for NSCB use only)*

By signing this document, you hereby attest that you have carefully read and understood the foregoing in its entirety and that you are signing this agreement voluntarily and without reliance upon any other statements or representations.

**The foregoing is hereby accepted and agreed to:**

Dated: \_\_\_\_\_ Homeowner Signature: \_\_\_\_\_



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## RESIDENTIAL RECOVERY FUND EXHIBIT CHECKLIST

**Note:** Residential Recovery Fund claims will **not** be opened until checklist is completed.

Please Initial

Claimant    Investigator

- |                          |                          |                               |   |
|--------------------------|--------------------------|-------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>EXHIBIT 1:</b>             | <ul style="list-style-type: none"> <li>- Eligibility Checklist</li> <li>- Residential Recovery Fund Claim form</li> <li>- Notarized Verification Form</li> <li>- Subrogation of Rights</li> <li>- Exhibit Checklist</li> <li>- Electronic Service Agreement (Claimant)</li> </ul> |
|                          | <input type="checkbox"/> | <b>EXHIBIT 2:</b>             | <ul style="list-style-type: none"> <li>- Notice of Recovery Fund Claim letter</li> <li>- Electronic Service Agreement (Respondent)</li> </ul>   |
|                          | <input type="checkbox"/> | <b>EXHIBIT 2(a):</b>          | <ul style="list-style-type: none"> <li>- Certified Mail Receipt copy - (response or no response from Respondent) <b>IF</b> no Electronic Service Agreement</li> </ul>   |
|                          | <input type="checkbox"/> | <b>EXHIBIT 3:</b>             | <ul style="list-style-type: none"> <li>- County Assessor's Real Property printout</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>EXHIBIT 4:</b>             | <ul style="list-style-type: none"> <li>- Contract(s), Addendums, Change Orders or Liens</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>EXHIBIT 5, 5(a), etc.:</b> | <ul style="list-style-type: none"> <li>- Proof of Payments; e.g., cash receipts, checks (front and back), bank statements, credit card statements, proof of credit card dispute, etc.</li> </ul>  |
|                          | <input type="checkbox"/> | <b>EXHIBIT 6:</b>             | <ul style="list-style-type: none"> <li>- Consumer Complaint copy</li> </ul>   |
|                          | <input type="checkbox"/> | <b>EXHIBIT 6(a):</b>          | <ul style="list-style-type: none"> <li>- Notice to Correct</li> </ul>   |
|                          | <input type="checkbox"/> | <b>EXHIBIT 6(b):</b>          | <ul style="list-style-type: none"> <li>- Confirmation of <b>new</b> RRF jobsite visit (date and timestamped color photographs)</li> </ul>   |
|                          | <input type="checkbox"/> | <b>EXHIBIT 6(c):</b>          | <ul style="list-style-type: none"> <li>- Investigator's statement as to percentage of work completed</li> </ul>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>EXHIBIT 7:</b>             | <ul style="list-style-type: none"> <li>- Decision &amp; Order and/or Judgment</li> </ul>  |
|                          | <input type="checkbox"/> | <b>EXHIBIT 7(a):</b>          | <ul style="list-style-type: none"> <li>- Current License Details printout</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>EXHIBIT 8, 8(a), etc.:</b> | <ul style="list-style-type: none"> <li>- Homeowner Supplied Material; e.g., invoices, proof of payment(s) <i>(if applicable)</i></li> </ul>   |

\_\_\_\_\_  
Claimant Signature | Date

\_\_\_\_\_  
Investigator Signature | Date

\_\_\_\_\_  
RRF Case No. *(for NSCB use only)*



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## CONSENT FOR ELECTRONIC (EMAIL) SERVICE

In order to help expedite business conducted with the NSCB, I agree to accept **ALL** documentation, including but not limited to: Meeting Notices; Document Requests; Notices of Contested Matters; Service of Administrative Citations; Service of Administrative Fines; Service of Notice of Disciplinary Hearings; Service of Summary Suspension; Service of Notice of Recovery Fund Claims; Service of Cease and Desist Orders; and any other correspondence, communications and/or documents via email in accord with NAC 624.7266(3).

Please return this form with your complaint to NSCB Investigations at [investigations@nscb.state.nv.us](mailto:investigations@nscb.state.nv.us). Your attention and cooperation to this matter is greatly appreciated.

**By signing this form, I hereby consent to email service as described herein.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title *(if applicable)*

\_\_\_\_\_  
Company Name *(if applicable)*

\_\_\_\_\_  
Office Phone Number *(if applicable)*

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date