

## **COMPLETING AND FILING A NOTICE OF COMPLETION**

To be properly filed, a Notice of Completion (NOC) form must be completed fully and correctly.

### **Key Points:**

1. Must be recorded in the office of the county recorder of the county in which the property is located within **(10)** calendar days of the actual date of completion of the project. The date of completion is when the Final Inspection sign off OR the Final Certificate of Occupancy is issued
2. Must provide a copy of the recorded NOC to all potential lien claimants.
3. Must list the correct names of the owners of the property. This is the name in which title is held.
4. Must show correct property address.
5. Contain a legal description of the property. This will be supplied when document is recorded and will be noted as Exhibit A.
6. Refer to the last page of the NOC form for further details.

### **Important Notes:**

- If the Notice of completion is filled out incorrectly and/or NOT filed within 10 calendar days from the date the work is indicated as being complete the NOC may be considered null and void by the Title Company.
- Since it can take an extended period of time to receive the original recorded document from the County Recorder's office, always take an original and a photocopy of the document and request that the Recorder stamp the copy and give it back to you. This is called "conforming" the copy.
- Sometimes the Escrow officer or General Contractor will be willing to handle the recording of this document for you. It is up to you to communicate with them and ensure the document is filled out correctly and recorded within the 10 calendar days.

A.P. N.:

When recorded mail to:

## NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. A work of improvement was completed on \_\_\_\_\_, 20\_\_\_\_, on property situate in the City of \_\_\_\_\_, County of Clark, State of Nevada.

a. Described as

See EXHIBIT "A" attached hereto and made a part hereof by this reference

b. The street address of which is \_\_\_\_\_

2. The name of the contractor, if any, for such work of improvement was:

\_\_\_\_\_  
(if no contractor, write "NONE" in this space)

3. the name, address and nature of title of every person owning an interest in the above described property as sole owner, tenant in common or joint tenant is:

| FULL NAME | FULL ADDRESS | NATURE OF TITLE* |
|-----------|--------------|------------------|
|           |              |                  |
|           |              |                  |
|           |              |                  |
|           |              |                  |
|           |              |                  |
|           |              |                  |

\*(Sole owner, joint tenant, tenant in common)



EXHIBIT "A"

**NRS 108.228 Notice of completion: Recording; contents; verification; delivery of copy to each prime contractor and potential lien claimant; effect of failure to deliver copy to prime contractor or lien claimant.**

1. The owner may record a notice of completion after the completion of the work of improvement.

2. The notice of completion must be recorded in the office of the county recorder of the county where the property is located and must set forth:

(a) The date of completion of the work of improvement.

(b) The owner's name or owners' names, as the case may be, the address of the owner or addresses of the owners, as the case may be, and the nature of the title, if any, of the person signing the notice.

(c) A description of the property sufficient for identification.

(d) The name of the prime contractor or names of the prime contractors, if any.

3. The notice must be verified by the owner or by some other person on his behalf. The notice need not be acknowledged to be recorded.

4. Upon recording the notice pursuant to this section, the owner shall, within 10 days after the notice is recorded, deliver a copy of the notice by certified mail, to:

(a) Each prime contractor with whom the owner contracted for all or part of the work of improvement.

(b) Each potential lien claimant who, before the notice was recorded pursuant to this section, either submitted a request to the owner to receive the notice or delivered a preliminary notice of right to lien pursuant to NRS 108.245.

5. The failure of the owner to deliver a copy of the notice of completion in the time and manner provided in this section renders the notice of completion ineffective with respect to each prime contractor and lien claimant to whom a copy was required to be delivered pursuant to subsection 4.

(Added to NRS by 1965, 1161; A 1989, 900; 1993, 853; 1995, 1508; 2003, 2601)