

INST 3000 - Report of Conveyance Guidelines for Form 3001:

Nevada Division of Water Resources website: water.nv.gov

Form must be filled out in ink pen or typed.

1 - Enter the Water Right Number for 1 of 3 options: Application/Permit Number or Proof Number or Claim Number & River Name. File one original Report of Conveyance (ROC) per water right.

2 - Enter the name of the Owner(s) listed in the Nevada Division of Water Resources (NDWR) records for the water right under item **1**. Only list the owner(s) who own the portion(s) of the water right being updated. This information can be found on our website under the ownership page. First, click on "Water Rights"; then "Permit Search". After pulling up the water right, click on the "Ownership and Title" tab.

3 – If updating Ownership: Enter the New Owner(s) name and the required mailing address for all correspondence under this water right. If the new owner would like to receive correspondence via email only, please include an email address and mark an X after Yes or No if not. Please contact our office as soon as possible with any address changes.

And/Or

If encumbering the water right: Enter the Lender/Beneficiary/Bank name if the water right is to be encumbered due to a loan on the water right. Include the required mailing address for all correspondence under this water right. If the Lender/Beneficiary/Bank would like to receive correspondence via email only, please include an email address and mark an X after Yes or No if not. Please contact our office as soon as possible with any address changes. **Our office will not encumber a water right if the Trustor on the Deed of Trust is not the current owner of the water right in our records, and your submittal may be rejected and returned to you.**

4 – Enter the number of each document type to be filed in the boxes that apply. For example, if the submittal has four deeds a number 4 will be entered in the box next to the word DEED(S). **Calculating Fees** – Count how many chargeable documents within the submittal and enter that number in the box next to, Total # of chargeable documents =. Next take that number and multiply it by \$20. Enter that number in the box next to, Chargeable documents X \$20 each =.

- If updating ownership enter \$120 in the box next to, Title update filing fee = \$120.00.
- If encumbering a water right due to a loan, enter \$120 in the box next to, Encumbrance filing fee = \$120.00.

5 – Filing Fees: (Make checks payable to: Division of Water Resources)

- The **title update filing fee** of \$120 should be paid one time under the lowest numbered water right when filing multiple Reports of Conveyance **on the same day using the same documents** to update ownership.
 - However, the document fee of \$20 per document should be paid under each ROC for each water right submitted **on the same day using the same chain of title**.
- The **encumbrance filing fee** of \$120 should be paid one time under the lowest numbered water right when filing multiple Reports of Conveyance **on the same day using the same documents** to encumber water rights.
 - However, the document fee of \$20 per document should be paid under each ROC for each water right submitted **on the same day using the same chain of title**.

6 – Submit an **Abstract of Title (Chain of Title) Form 3002** listing the recorded documents in date order to support a valid chain of title from the owner(s) listed under the NDWR records to the new owner(s). The Abstract of Title Form 3002 can be found on our website under the Forms tab under the Deed/Title section.

7 – List any supplemental water rights. Details of these water rights, including the list of groundwater supplemental water rights, can be viewed on our website. First, click on “Water Rights Database”; then “Permit Search”. After pulling up the water right, click on the “Abrogations/Protests/Rulings” tab. Please note that an ROC may be required to update ownership of any fully supplemental portion(s) under each water right.

8 – List all of the counties where the point of diversion is located. Details of these water rights, including the point of diversion location, can be viewed on our website under the “Mapping Application Links” tab, then “Water Rights”. Click “Search for a Permit” and enter the water right number; Populate the counties by selecting the layers tab then click the box next to counties. **Please submit a deed recorded in all of the counties where the point of diversion is located. Each of the recorded deeds will require a \$20 document fee.**

9 – List all of the counties where the place of use is located. (See 8 above for details) **Please submit a deed recorded in all of the counties where the place of use is located. Each of the recorded deeds will require a \$20 document fee.**

10 – Enter the amount of water to be updated into the new owner’s name(s) and/or encumbered. Details of these water rights, including the amount of water each owner has, can be viewed on our website. First, click on “Water Rights Database”; then “Permit Search” and “Ownership and Title”.

11 – Enter an X next to Yes or No if an Application To Change has been filed to change the water right being updated/encumbered. Details of these water rights, including any change application information, can be viewed on our website. First, click on “Water Rights Database”; then “Permit Search” and “Abrogations/Protests/Rulings”.

12 – If **11** above is yes, enter the number listed on the change application.

13 – Use this space for any additional remarks or helpful comments. Add the Assessor Parcel Number within the place of use if applicable.

14 – Read the statement and sign in BLUE ink if you agree, then fill out the required mailing address. If you would like to receive correspondence via email only, please include an email address and mark a X after Yes or No if not.

Please mail or deliver the Report of Conveyance, Abstract of Title, a copy of all recorded deeds within the chain of title, and applicable fees to:

Nevada Division of Water Resources
901 S. Stewart Street, Suite 2002
Carson City, Nevada 89701

For any questions, please contact our office at (775) 684-2800 M-F 8:00 am to 5:00 pm.