

INST 3012 – Notice of Pledge Guidelines for Form 3012:

Nevada Division of Resources website: water.nv.gov

Fill out and submit one Notice of Pledge Form per Deed of Trust.

1 - Enter the recorded Deed of Trust Number, the date it was recorded, and the name of the county the Deed of Trust is recorded in. (All of this information can be found on the recorded Deed of Trust.) (Please note the Deed of Trust **must be recorded in each County** that the point of diversion and place of use of each water right are located.)

2 – Print/Type Trustors/Borrowers name(s) as it is on the Deed of Trust. Please list any applicable company names, the person(s) who signed on behalf of the company and their Title.

3 – Print/Type Beneficiary/Lenders name(s) as it is on the Deed of Trust. Please list any applicable company names, the person(s) who signed on behalf of the company and their Title.

4 - Enter the list of water right numbers that are to be encumbered. Please note if they are Permit, Proof, or Claim numbers. If listing Certificate numbers include Permit numbers as well.

*Please provide **2 original** Notices of Pledge (NOP) for the first water right and **a copy** of the original NOP for **each additional water right** to be encumbered. Also **include a self-addressed stamped envelope** for NDWR to return to the Beneficiary 1 of 2 original Notices of Pledge signed by our office.*

5 – Enter the mailing address for the Beneficiary/Lender. (Be sure to notify our office as soon as possible of any address changes.)

6 – Print/Type the name of the person signing for the Beneficiary/Lender, sign and date.

7 – This Notice of Pledge will be **REJECTED** and filing fees may be retained if NDWR does not show the Trustor(s) as current owners of each water right being encumbered or if a Report of Conveyance is not on file to update ownership into the Trustor(s) name(s).

8 - Receipt and acceptance of this Notice of Pledge is hereby acknowledged with the signature of a duly qualified employee of the Nevada Division of Water Resources (NDWR). An original NOP will be placed in the NDWR file for the lowest numbered water right listed above, and the provided copies of the original NOP will be placed in a NDWR file for any additional water rights listed above.

9 - Beneficiary hereby agrees to keep the NDWR office notified of any changes of address and to forward any reconveyances within 30 days of recording to release the above encumbrance in the ownership records. Beneficiary shall initial in agreement with the above statement.

10 – NDWR Employee will sign & date the above line upon acceptance of the NOP.

*Notice of Pledge filing fees are **\$10 per Water Right** being encumbered per Notice of Pledge. Please mail or deliver the Notice of Pledge Submittal 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 8am to 5pm.