

FORM 3001 - Report of Conveyance Guidelines:

Form must be filled out in ink pen or typed including an original signature. Nevada Division of Water Resources website: water.nv.gov

1 - Enter the Water Right Number by 1 of 3 options: Application/Permit Number or Proof Number or River Name & Claim Number. 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 under each water right.

3 – If updating Ownership: Enter the new owner(s) name and the required mailing address for all correspondence under this water right. Please note if the new owner is a business, the deed must declare which State the business is registered, and the name is required to be exactly the same as it is filed with the Secretary of State's office. This includes spacing and punctuation contained in the business name. Please include any applicable Secretary of State documents showing the correct and legal name of the business, at no additional charge. Also note any encumbrances will need to be removed prior to our office updating our ownership records. This will require a copy of the recorded reconveyance stating the Deed of Trust on file for the water right being conveyed has been paid and released. 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 or email changes.

And/Or

If encumbering the water right: Only enter the Lender/Beneficiary/Bank name if the water right is to be encumbered because of 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 or email 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.**

4 – Calculating Fees –

- **Updating Ownership Fees:**

- If updating ownership enter \$120 in the box next to, TITLE UPDATE FILING FEE = \$120.00*.
- Count how many supporting documents are being submitted. (This includes Deeds and Court & Secretary of State documents) Next take that number of supporting documents and multiply it by \$20. Enter that number in the box next to, SUPPORTING DOCUMENTS X \$20 each =.
- Add up the filing fee line and the supporting documents line. Enter that amount in the box next to TOTAL AMOUNT TO UPDATE OWNERSHIP.

- **Encumbering a water right:**

- If encumbering a water right due to a loan, enter \$120 in the box next to, ENCUMBRANCE FILING FEE = \$120.00.
- Count how many Deeds of Trust are being submitted. Next take that number and multiply it by \$20. Enter that number in the box next to DEED OF TRUST X \$20 each =.
- Add up the encumbrance filing fee line and the Deed of Trust line. Enter that amount in the box next to TOTAL AMOUNT TO ENCUMBER.

5 – Filing Fees: Make checks payable to: Division of Water Resources. Per NRS 533.435, fees are for examining and filing of the Report of Conveyance submittal and will not be returned upon rejection.

- When submitting Reports of Conveyance for multiple water rights, **on the same day using the same documents**, the title update filing fee of \$120 should be paid **one time** under the lowest numbered water right. This box will be left blank on the other applicable ROC's within the submittal.

- 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 documents.**
- 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. When submitting Reports of Conveyance for multiple water rights using the same documents, please submit only **one** copy of the documents.

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 under the Abrogations/Protests/Rulings page under each water right. 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 – Use this space for any additional remarks or helpful comments. Add the Assessor Parcel Number within the place of use if applicable.

12 – 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.

FORM 3001

Form Revised 07/2024

REPORT OF CONVEYANCE

TO UPDATE OWNERSHIP AND/OR ENCUMBRANCE RECORDS AT
THE OFFICE OF THE NEVADA DIVISION OF WATER RESOURCES

FILL OUT & FILE ONE ORIGINAL REPORT OF CONVEYANCE (ROC) FORM FOR EACH WATER RIGHT BEING UPDATED.
FILL IN THE NUMBER FOR ONE OF THE FOLLOWING CATAGORIES:

APPLICATION/PERMIT OR PROOF OR RIVER NAME & CLAIM NUMBER

Office Use Only

1	APPLICATION/PERMIT #: _____	PROOF #: <u>✓</u> _____	RIVER: _____ CLAIM #: _____																		
2	OWNER(S) AS LISTED, BY NDWR RECORDS, FOR THE PORTION(S) OF WATER RIGHTS BEING UPDATED: _____ If any item requires additional space, please use Item 13 Remarks: or attach 8 1/2" X 11" sheets referencing appropriate item number.																				
3	NEW OWNER(S): _____ MAILING ADDRESS: _____ CITY/STATE/ZIP: _____ EMAIL: _____ Receive all correspondence via email only: Yes <input type="checkbox"/> No <input type="checkbox"/>	LENDER/BENEFICIARY/BANK: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ EMAIL: _____ Receive all correspondence via email only: Yes <input type="checkbox"/> No <input type="checkbox"/>	(Only fill-in this portion if a Deed of Trust is being submitted to encumber this water right.)																		
4	Fees required to update <u>ownership</u> of a water right. <table border="1"><tr><td>TITLE UPDATE FILING FEE = \$120.00*</td><td>\$</td><td>.00</td></tr><tr><td>SUPPORTING DOCUMENTS X \$20 each =</td><td>\$</td><td>.00</td></tr><tr><td>TOTAL AMOUNT TO UPDATE OWNERSHIP</td><td>\$</td><td>.00</td></tr></table> <small>(See Item 5 about fees)</small>	TITLE UPDATE FILING FEE = \$120.00*	\$.00	SUPPORTING DOCUMENTS X \$20 each =	\$.00	TOTAL AMOUNT TO UPDATE OWNERSHIP	\$.00	Fees to <u>encumber</u> a water right using a Report of Conveyance. <table border="1"><tr><td>ENCUMBRANCE FILING FEE = \$120.00*</td><td>\$</td><td>.00</td></tr><tr><td>DEED OF TRUST X \$20 each =</td><td>\$</td><td>.00</td></tr><tr><td>TOTAL AMOUNT TO ENCUMBER</td><td>\$</td><td>.00</td></tr></table> <small>(See Item 5 about fees)</small>	ENCUMBRANCE FILING FEE = \$120.00*	\$.00	DEED OF TRUST X \$20 each =	\$.00	TOTAL AMOUNT TO ENCUMBER	\$.00	
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5	PER NRS 533.435, FEES ARE FOR EXAMINING AND FILING OF THE REPORT OF CONVEYANCE SUBMITTAL AND WILL NOT BE RETURNED UPON REJECTION. *WHEN FILING MULTIPLE ROCs, ON THE SAME DAY, USING THE SAME DOCUMENTS, ONLY PAY THE FILING FEE UNDER THE LOWEST NUMBERED WATER RIGHT. HOWEVER, THE DOCUMENT FEE OF \$20 SHOULD BE PAID FOR EACH SUPPORTING DOCUMENT UNDER EACH ROC FOR EACH WATER RIGHT.																				
6	Submit an ABSTRACT OF TITLE listing the documents in date order. If a recorded map is referred to in the deed(s), a copy of the map may be required.																				
7	LIST ANY SUPPLEMENTAL RIGHTS: _____																				
8	LIST ALL COUNTIES THE POINT OF DIVERSION IS LOCATED IN: _____																				
9	LIST ALL COUNTIES THE PLACE OF USE IS LOCATED IN: _____ <small>(Please submit a deed recorded in all counties listed for the Point of Diversion and Place of Use.)</small>																				
10	AMOUNT TO BE UPDATED TO THE NEW OWNER: CFS: _____ ACRE-FEET: _____ ACRES or UNITS: _____																				
11	ADDITIONAL REMARKS/COMMENTS/ASSESSOR PARCEL NUMBER(S) WITHIN THE PLACE OF USE: _____ _____ _____ _____																				
12	PURSUANT TO NRS 53.045, I HEREBY CERTIFY, UNDER PENALTY OF PERJURY OF THE LAW OF THE STATE OF NEVADA, THAT THE FORGOING IS TRUE AND CORRECT. (The signature must be an <u>original</u> signature and not a copy.) SIGNATURE: _____ PRINT NAME: _____ COMPANY NAME: _____ MAILING ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE NUMBER: _____ EMAIL ADDRESS: _____ RECEIVE ALL CORRESPONDENCE VIA EMAIL ONLY: Yes <input type="checkbox"/> No <input type="checkbox"/>																				
Nevada Division of Water Resources 901 S. Stewart Street, Suite 2002, Carson City, Nevada 89701																					