



WATER RIGHT OWNERSHIP FREQUENTLY ASKED QUESTIONS

For further assistance or to speak with a team member, please call our office at (775) 684-2800 and request the Ownership or Titles Section, or email ndwr-ownership@water.nv.gov.

Q: How do I update ownership/title records with the Division?

- **Answer:** You must submit a Report of Conveyance and other required documents to the Division. This includes a Report of Conveyance form, Abstract of Title form, a complete chain of title consisting of a copy of each recorded deed from the current owner within our records, and any applicable fees. The required forms can be found on the [Ownership Forms](#) page.

Q: How do I fill out a Report of Conveyance form?

- **Answer:** Refer to the Report of Conveyance Guidelines under [Ownership Forms](#) for step-by-step instructions. If you have difficulty finding the information to complete the form, please contact the Division at (775) 684-2800.

Q: How do I fill out an Abstract of Title form?

- **Answer:** Refer to the Abstract of Title Guidelines under [Ownership Forms](#) for step-by-step instructions. If you have difficulty finding the information to complete the form, please contact the Division at (775) 684-2800.

Q: What is the cost to file a Report of Conveyance submission to update the ownership/title records with the Division?

- **Answer:**
 - **Option 1:** For a single water right, the title update filing fee is \$120, plus \$20 per conveyancing document being submitted. Payment can be made via cash or check made out to the Nevada Division of Water Resources.
 - **Option 2:** When filing multiple Reports of Conveyance on the same day using the same chain of title for each water right, the fees are as follows: a one-time \$120 title update filing fee under the lowest numbered water right, plus \$20 per supporting document being submitted. For each additional water right, pay only the \$20 per supporting document. Only one copy of the supporting documents is required. Do not submit multiple copies of the deeds when filing on the same day. Payment can be made via cash or check made out to the Nevada Division of Water Resources.

Q: What is the cost to file a Report of Conveyance submittal to encumber water rights with the Division?

- **Answer:**

- **Option 1:** For a single water right, the encumbrance filing fee is \$120, plus \$20 per Deed of Trust document being submitted. Payment can be made via cash or check made out to the Nevada Division of Water Resources.
- **Option 2:** When filing multiple Reports of Conveyance on the same day using the same Deed of Trust for each water right the fees are as follows: a one-time \$120 encumbrance filing fee under the lowest numbered water right, plus \$20 per Deed of Trust document being submitted. For each additional water right, pay only the \$20 per Deed of Trust document. Only one copy of the Deed of Trust document is required. Do not submit multiple copies of the Deed of Trust when filing on the same day. Payment can be made via cash or check made out to the Nevada Division of Water Resources.

Q. What does it mean if my water right is encumbered?

- **Answer:** If your water right is encumbered, it means the owner has taken out a loan using the water right(s) as collateral. The owner(s) signed a Deed of Trust, which was recorded with the county and submitted to the Division to officially encumber the water right. This process places a notice in the water right file and on the Division's website indicating that the water right is encumbered.

Q. How do I encumber a water right?

- **Answer:** Before filing an encumbrance with the Division, the Trustor (or person(s) who signed the Deed of Trust as Trustors/Borrowers) must be listed as an owner of the water right within Division records, or the submittal will be rejected. There are two ways to encumber a water right:
 - **Option 1:** File a Notice of Pledge. The fee for filing a Notice of Pledge is \$10 per Deed of Trust per water right being encumbered. Payment can be made via cash or check made out to the Nevada Division of Water Resources. If you have any questions about the form, please contact our office at (775) 684-2800 and ask to speak to someone in the Titles Section or email ndwr-ownership@water.nv.gov. After the Division processes the Notice of Pledge, a signed copy will be returned in the provided self-addressed stamped envelope.
 - **Option 2:** File a Report of Conveyance form and include a copy of the recorded Deed of Trust. The fee for filing a Report of Conveyance to encumber a water right is \$120 plus a \$20 Deed of Trust fee for each water right. (Please note that the \$120 encumbrance filing fee should only be paid once under the lowest water right

number when filing multiple water rights on the same day using the same Deed of Trust. The \$20 Deed of Trust fee should be paid for each water right.) Payment can be made via cash or check made out to the Nevada Division of Water Resources. A letter will be sent to the Beneficiary and agent, if applicable, after the Report of Conveyance has been processed.

Q: How do I remove an encumbrance on a water right?

- **Answer:** You can remove an encumbrance on a water right by filing a recorded reconveyance with our office. Note that a recorded reconveyance is **not** the same as a Report of Conveyance. These are two separate documents. The recorded reconveyance, available at the county recorder's office or website, does not need to be filed along with a Report of Conveyance. A copy of the recorded reconveyance can be mailed, hand delivered to 901 S. Stewart Street, Suite 2002, Carson City, Nevada 89701 or emailed to ndwr-ownership@water.nv.gov.

Q: When filing a Report of Conveyance on a pending Application to Change, should a Report of Conveyance for the base right (the water right the application is changing) be filed as well?

- **Answer:** If the ownership records for the base. right and the pending change application do not match, the change application cannot be reviewed. If they do match, consider the following two options:
 - **Option 1:** Yes, you will need to file a Report of Conveyance for both the base right and the Application to Change. The ownership records for both must match before our office can proceed with the permitting process.
 - **Option 2:** No, if the base right and Application to Change are already under the same ownership within Division records. In this case, you could wait until the Change Application is permitted and then file one Report of Conveyance for the Change Application. This assumes the Deed clearly conveys both the Change Application and the base right. However, please note that if there are any issues or correspondence regarding the base right and/or the Application to Change, the Division will contact the owner on record in our files. The legal owner may not be contacted until a Report of Conveyance is confirmed, which could put the water right at risk if the Division is unable to reach the correct owner.

Q: What is the status of my Report of Conveyance submittal?

- **Answer:** To check the status of a Report of Conveyance, go to the Ownership Status page. Enter the water right number in the "App:" box and/or type in the new holder's name, then click submit at the bottom of the page. This will display a list of Reports of Conveyance submitted to the Division. You can find out when the Division received the

Report of Conveyance submission and its status (rejected, returned, and/or confirmed). If there are no dates under these statuses, it means the submission has not been reviewed. If you do not see your submission listed or have additional questions, contact (775) 684-2800 and ask for the someone in the Titles Section.

Q: How long does it take for my Report of Conveyance submittal to be processed?

- **Answer:** On average, it takes about 6 months for a submittal to be processed. The Titles Section, when fully staffed, handles the review and processing of Report of Conveyance submittals for the entire state. Please remember that the Report of Conveyance submittal is for updating the Division's water right ownership records. The transfer of ownership is completed as soon as the Deed is executed and recorded with the proper county.

Q: How much do water rights cost?

- **Answer:** The Division is not involved with the buying and selling of water rights and does not determine their monetary value. It is recommended to contact local real estate agents or a licensed water rights surveyor for assistance.

Q: Why do I still get correspondence from the Division when I am no longer the owner of the water right?

- **Answer:** You will continue to receive correspondence from the Division until the ownership records are updated with our office. Pursuant to NRS 533.384(1), the person who conveyed water rights must file a Report of Conveyance submission to update the ownership records with the Division. However, anyone can submit a Report of Conveyance to update ownership records with the Division. Thus, if desired, you could submit a Report of Conveyance to update our ownership records.

Q: What is a Licensed Water Rights Surveyor and how can I find one?

- **Answer:** Pursuant to NRS 533.080(2), a Licensed Water Rights Surveyor is a licensed professional engineer or land surveyor with practical knowledge of surveying or engineering, and is familiar with land surveying, mapping, and water measurement. These surveyors typically act as agents for water right owners, offering expertise in water rights, conducting research, preparing necessary forms from the Division of Water Resources, and filing them with our office. You can locate a Licensed Water Rights Surveyor by visiting the Water Rights Page, navigating to Query Tools and Reports, and clicking on the Licensed Water Rights Surveyor link. From there, you can search by name, license number, and/or city.

