

**JIM GIBBONS**  
Governor

## State Of Nevada

Reply To:

**Northern Nevada**  
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**Southern Nevada**  
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**MEMBERS**  
Guy M. Wells, Chairman  
Kevin E. Burke  
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John C. Ellison  
Jerry Higgins  
Nathaniel W. Hodgson, III  
William "Bruce" King



## STATE CONTRACTORS BOARD

### **INSTRUCTIONS FOR COMPLETING THE RESIDENTIAL RECOVERY FUND CLAIM FORM**

1. The claim for and all documentation requested must be provided before a Residential Recovery Fund claim can be awarded.
2. Failure to follow these instructions will delay the awarding of your Residential Recovery Fund Claim.
3. All forms must be typed or printed in ink.
4. Attach the original completed and signed Residential Recovery Fund Claim form.
5. Attach the original completed, signed and notarized verification form.
6. Include all documents that verify payment(s) made on the contract, to include but not be limited to front and back copy of all checks; a copy of all receipt(s); executed lien release waivers; bank record of payments.
7. Additional documentation may be requested to process your claim.

### **(THESE DOCUMENTS ARE A MANDATORY REQUIREMENT AND ARE REQUIRED BY NEVADA REVISED STATUTE OR REGULATION)**

- A copy of the original contract and all change orders, credits, refunds or discounts.
- A copy of a certified judgment award from the court of competent jurisdiction within two years of the judgment award.
- Copies of the front and back of all cancelled checks payable to the contractor, subcontractor or supplier that support the claim.
- Proof of any cash payment that supports the claim and a signed receipt from the contractor, subcontractor or supplier, if applicable; and
- A copy of a perfected lien, if applicable (must have been filed with the appropriate Recorders' Office)
- Any other documentation requested by the Board to support the claim.

### **INSTRUCTIONS FOR COMPLETING THE RESIDENTIAL RECOVERY CLAIM FORM**

- Statement of explanation as to how the claim amount was calculated.
- Provide photographs;
- Obtain bid Proposals from three properly licensed contractors to complete the work as calculated.
- Any upgrades in work not originally contracted will not be taken into consideration.