

## NV Foreclosure Mediation Program

### Temporary instructions for obtaining Certificates under SB490

#### Spreadsheet Instructions

##### 1) Company Information

- a. Complete the "Company Information" section with the contact details for the appropriate party/parties.

##### 2) Loan Information

- a. For all relevant loans in your inventory, complete columns A – Q
- b. Column A – "APN": Files will be referenced by the APN. Please enter the full APN.
- c. Column B – "Certificate Receive By": This column should indicate the date by which the certificate must be received. Files will be prioritized based on tolling of time to avoid startovers. This column should indicate a date by which you will be able to receive and record the certificate without resulting in a startover. A date at least two weeks prior to the expiration of the tolling time is suggested.
- d. Column M – "NOD Tolling Time" and Column P – "NOS Tolling Time", **must be completed** in order to prioritize and process the Certificates.
- e. Use Column R "Comments" if you have notes to share on a specific file

##### 3) Supporting Documents

- a. Copies of both the recorded Notice of Default and Notice of Sale **must** be provided for all listed files (where applicable).
- b. Please use the following naming convention when sending these documents:
  - i. APN-NOD
    1. Example: 000-000-000-NOD
  - ii. APN-NOS
    1. Example: 000-000-000-NOS

##### 4) Submission of Excel Spreadsheet and Required Documents

- a. Submit your request to the following email address:  
[nvforeclosuremediationprogram@gmail.com](mailto:nvforeclosuremediationprogram@gmail.com)
- b. All Certificates will be mailed out to the address listed on the spreadsheet. Electronic transmission will be available, once the portal is completed.