

COMMON INTEREST COMMUNITY (CIC)

Approximately 60% of the active listings in Northern Nevada Regional MLS (NNRMLS) for residential properties in the Reno-Sparks area show that the property is part of a common interest community (CIC). A CIC may also be known by a more commonly used term – Home Owner’s Association or HOA. Our RSAR contract refers to them as CICs and more recently NNRMLS updated their forms and fields to also call them CICs.

The importance of providing accurate information about a CIC or multiple CICs in a listing is key to the transaction as the dues and fees associated with a property are negotiated in our contracts. In addition, if a buyer is getting a loan, the lender needs these fees to accurately disclose costs to the buyer in the upfront “loan estimate” that is done at the beginning of the transaction. The responsibility for providing accurate information on the dues and fees falls to the listing agent and is then verified in the transaction via the “resale package” which is required by Nevada law. Most sellers will know the CIC dues amount, but will not be familiar with the transfer fees, set up fees, capital contributions or assessments.

BEST PRACTICE

When taking a listing consult the seller for the name(s) of their CIC, or consult your local title company for assistance. Then CALL each of the CICs to verify their fees. Get specifics as each management company may call their fees something different. The most common fees are listed – transfer fee and set up fee. Other fees would include capital contributions. Special assessments are separate fees assessed to homeowners typically for capital improvements. Note: The fees the seller is required by law to pay to the Association or Management Company to obtain the required resale documents should not be included when disclosing fees. The resale package fees must be paid by seller and it varies as to whether the fees are paid upfront by the seller or allowed to be paid from seller proceeds at closing.

30 COMMON-INTEREST COMMUNITY DISCLOSURE

31 The Property is is not located in a Common-Interest Community.

32 If so, complete the following:

33 SELLER shall provide, at SELLER’s expense, the Common-Interest Community documents (“Resale Package”) as required
34 by NRS 116.4109. SELLER shall order the Resale Package **within five (5) days of Acceptance** and deliver to it BUYER
35 upon receipt.

36 Association transfer fees paid by BUYER SELLER split equally other _____.

37 Association set up fees paid by BUYER SELLER split equally other _____.

38 Other Association fees related to the transfer of the Common-Interest Community shall be paid by BUYER SELLER
39 split equally other _____.

40 The amount of any delinquent assessments, including penalties, attorney’s fees, and other charges provided for in the
41 management documents shall be paid current by SELLER at COE.

42 Existing assessments levied shall be paid by BUYER SELLER split equally other _____.

43 Assessments levied, but not yet due, shall be paid by BUYER SELLER split equally other _____.

44 BUYER shall have **five (5) days** from receipt of the Resale Package to review it. If BUYER does not approve the Resale
45 Package, then written notice to cancel must be given **within that same five (5) day period**.

As you can see in the current RSAR approved Offer & Acceptance the contract calls out the “association transfer fees”, “association set up fees” and “other fees” and how they are to be paid in the transaction. This is why it is crucial to correctly input the information. If needed you can further clarify the fees in your “private remarks”. CIC Special Assessments at this time would fall under the “other fees” section of this contract, but as you can see below there is a separate field for them in MLS. (Don’t confuse these with non-CIC assessments like County assessments, O&A page 4, lines 26-28).

CORRECTLY ENTERING COMMON INTEREST COMMUNITIES IN MLS

If there is more than one CIC you need to enter the detailed information for each HOA **separately** in the MLS. As you can see in the example below one of the CIC’s is monthly and the other quarterly. When the information is input properly the system automatically calculates the “AVERAGE MONTHLY” amount which is a searchable field.

POWER SEARCH Assume Identity | Community Support | MLS Documents | Compose Email HELP LOG OFF

HOME SEARCH LISTINGS CMA CONTACTS FINANCIALS TAX MEMBERSHIP RESOURCES PREFERENCES

Home Saved Property Searches Residential

10521 Eagle Falls | MLS All Fields (18) New Search

Checked All E-mail Save Print Export Customize Correction Actions Listing 2 of 18 BACK REPORTS

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CIC Section

CIC	Yes
CIC Dues	105.00
How Billed	Monthly
Transfer Fee	150.00
Other Fee	0.00
Setup Fee	0.00
Special Assessments	0.00

CIC Mgmt Company Name and Phone Wyngate Village/775-284-4434

CIC 2 Section

CIC 2	Y
CIC 2 Dues	115.00
How CIC 2 Billed	Quarterly
CIC 2 Transfer Fee	0.00
CIC 2 Setup Fee	250.00
CIC 2 Other Fee	0.00
CIC 2 Special Assessments	0.00

CIC 2 Mgmt Company Name and Phone Double Diamond 775-853-9777

CIC 3 Section

CIC 3	N
CIC 3 Dues	
How CIC 3 Billed	
CIC 3 Transfer Fee	
CIC 3 Setup Fee	
CIC 3 Other Fee	
CIC 3 Special Assessments	

CIC 3 Mgmt Company Name and Phone

CIC Totals

Average Monthly Fee	143.33
Total Transfer Fees	150.00
Total Setup Fees	250.00
Total Special Assessments	
Total Other Fees	

Rouhal Virknie

The accuracy of this information at the time of listing and subsequently negotiating a contract is key to avoiding possible issues once in the transaction, as often the fees can add up quickly.