

## INQUIRY FORM INSTRUCTIONS

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These are instructions for a Utilities, Inc. of Central Nevada (UICN) Residential Utility Service Inquiry (up to four dwelling units on a property). If you have any further questions, or would like commercial development information please call 775.727.5575 and ask for the Customer Service Inquiry Representative. Thank you for your interest in service with Utilities, Inc. of Central Nevada.

### **ABOUT THE FORM:**

**DATE:** The date the Inquiry is completed.

**OWNER:** The person or entity who owns the property

**INQUIRER:** The person or entity who is requesting this information

**E-MAIL:** E-mail address

**PHONE:** Daytime contact phone number

**FAX:** Fax number

**SUBDIVISION:** Subdivision names located on the parcel map from the Assessor's website (instructions below)

**UNIT-BLOCK-LOT (UBL):** Located on the Assessor's website

**APN#:** Eight digit number located on the assessor's website

**SERVICE ADDRESS:** Street Address

**PROJECT DESCRIPTION:** Describe the type of building, duplex, triplex, up to four units for a residential Inquiry

**DO YOU WANT TO APPLY FOR SERVICE?:** Check "yes" or "no"

**WHAT INFORMATION ARE YOU REQUESTING?:** Is water and/or sewer available or any other related information

## **ABOUT THE ASSESSOR'S WEBSITE:**

1. Go to [WWW.NYECOUNTY.NET](http://WWW.NYECOUNTY.NET).
2. On the left side of the web page, click "Assessor's On-Line Information System."
3. Click "Real Property."
4. There are three options to initiate a search.
  - Search by Parcel #. This will search for a range, so both boxes will need to be filled in, even with the same parcel number.
  - Search by Owner's Name. The spelling must be exact. If search returns without results, you may want to use just a last name and get a list of properties from which to choose.
  - Search by Property Address. Again, it must be exact. If search returns without results, you may wish to use just the street name and get a list of properties from which to choose.
5. Click "Search."
6. Print the page.
7. At the top of the page, click "Assessor's Home."
8. At the top of the page click "Maps." A drop down box will appear. Click the top option, "Assessor's Parcel Map Pages."
9. Using the eight digit APN#, click on the last two numbers of the first set of numbers. If your APN is 033-431-05, click "33."
10. Click the first two numbers of the second set of numbers in the APN. If your APN is 033-421-05, click "43."
11. The Parcel Map will open. This is where the subdivision name is located. Print the map.
12. Please submit the completed package to UICN by:
  - fax to 775.727.7752
  - mail to 1240 E State St., Suite 115, Pahrump, NV 89048
  - email to [jegillmo@uiwater.com](mailto:jegillmo@uiwater.com).The form should be accompanied by the Parcel Map and Assessor's Real Property Inquiry which is the two pages printed from the website.