



State of Nevada  
DEPARTMENT OF BUSINESS & INDUSTRY

**Housing Division**

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March 17, 2020

To our valued housing partners,

In the interest of the safety of residents, management, other site personnel and our compliance staff, the Housing Division will be cancelling any onsite audits and inspections that are scheduled between now and March 31<sup>st</sup>. We will keep you all as informed as possible if those dates change.

As of now our offices are closed to the public and the compliance staff will be working from home. You may contact us via email: [dcox@housing.nv.gov](mailto:dcox@housing.nv.gov); [krquiazon@housing.nv.gov](mailto:krquiazon@housing.nv.gov); [doug.smith@housing.nv.gov](mailto:doug.smith@housing.nv.gov); [steven.anderson@housing.nv.gov](mailto:steven.anderson@housing.nv.gov) during regular business hours. Please use email as the primary source of communication and if there is a need for a more personal discussion staff members will call you per your request or as they need to. We are sorry for any inconvenience this may cause but everyone's safety is our main concern.

We encourage you to put practices in place that will also help to ensure the safety and health of your staff and residents.

There have been some questions regarding move-ins and recertifications which involve signatures. If you have to use alternative means to get new move-ins signatures (faxing, emailing) please just document the file. For instance, you may email forms to a new move-in, have them sign, scan and email them back to you. Same with faxing. For re-certifications, you may wait until the state of emergency has passed in order to get signatures. This will greatly reduce the stress on residents and your staff.

Thank you in advance for your patience and feel free to contact me if you have any questions.

[dcox@housing.nv.gov](mailto:dcox@housing.nv.gov)

Denise Cox

Chief Compliance Audit Investigator