

Detailed Instructions for using Refund Lookup Programs

Click the following link to submit your information and obtain your refund data:

http://nevadapropertytaxrevolt.org/l_activate/login.php

If this is your first time click the “Not yet registered” link. Otherwise, gain access to the database by entering the credentials you previously created.

Registering

You must register to use the online facility. That means providing a valid personal email address, creating a password and entering your contact information. Every field with a * next to it must be correctly entered.

First click on the radio button confirming you were an Incline Village Crystal Bay property owner during the 2003-2006 period. Then enter your contact information.

Email – Enter your valid email address.

Password – Make up a 10 character password and confirm it by entering it a second time. There are no restrictions on what characters you use for your password.

Firstname and **Lastname** – Both must be entered.

Phone – Enter your phone number in any format. International numbers are OK. The entry need only be 20 characters or less.

Mailing Address – Enter your street number and street name. For unusual addresses or international addresses you can use the second address line

City – Enter your city name

State – Enter the 2 character identified for your state. If you don’t live in a State leave this field blank.

Zip – Enter all the numbers/letters in your zipcode

Double-check your entries. If satisfied click the blue button labeled “**Registration**”. If successful you’ll see a message below the button saying “Registration successful, check your email to activate.”

Activation

We verify your email and send an activation message to you. Look in the inbox of your email program to find an email from no-reply@nevadapropertytaxrevolt.org. **Be sure to check your junk or spam folders.** This message will contain a link that will take you back into the system. It will contain a message like:

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Hi,

Welcome to the Village League Property Tax Refund query facility.

Click on this link to login, lookup your parcel and determine what refund amount is due.

https://www.nevadapropertytaxrevolt.org/l_activate/activation.php?code=9fa5fde206b37ceceb5de

Click on that link within your message to gain access.

Access

The email activation link will open a new browser window and generate a web prompt that will say “Success! Please click this link to access your information.” Doing so will take you to the login page where you will re-enter the email address and password you just created during the registration process.

If you already forgot your password click to reset your password and follow the prompts.

Lookup My Parcel Refund

The first step is to enter enough information for the program to find your information within the database. That requires you to input at least two pieces of valid information. The first is either;

- 1) Your parcel’s 8 digit APN without hyphens. (eg 123-567-89 is entered 123456789)

OR:

- 2) The address of your residence. If you choose to enter the address please type the street number and street name only of your residence. Type in street name WITHOUT street descriptor. That is, Do NOT enter AV, AVE, BLVD, CIR, CT, DR, LN, RD, STREET, ST, TRL, WAY..etc.

If you lived on any of the following streets you the spelling here:

CROSS BOW LAKEVIEW MC COURRY MC DONALD
N DYER O’NEIL PINE CONE SKYLAKE
STATE ROUTE 28 1ST GREEN 2ND TEE 2ND CREEK
3RD GREEN 4TH GREEN 14TH GREEN

If there is a UNIT number, enter it. Otherwise leave it blank.

The second entry is your name or the name of the entity that holds title to the property. If your parcel was titled in your name, enter your last name. If the parcel was titled in a trust, enter the first word in name of the trust. For an LLC or corporation, enter the name of that entity. For example, for the “Smith Family Trust” you would enter just “Smith.”

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Click the Find button.

If your parcel is found you'll see the results. Review the information displayed to make sure it is your property. You'll see the parceled/APN, Street Address, Registered Owner and the dates of purchase and/or sale (if there was one). If that all looks correct simply click "confirm". If not, you can try again by entering your address differently and correctly.

Refund Access

Before displaying the refund data we ask one last time to confirm your information and certify your entitlement to the refund. This is important because after you get this information the record will be locked and no one else will be able to see it. Moreover, this notifies the County of your contact information so they can send you the notice they are required to make advising you to of the refund.

If it all looks good click **Yes**. This will show the refund you're owed for each tax year and the total refund owed. Write this information down or perform a print screen to keep a copy. You can leave the program by clicking **Logout** at the bottom of the screen.

If you click **No**, you'll go back to the Parcel entry screen where you can try another or simply log out.