



RESTRICTED PROPERTY LANDLORD AGENT FORM

Office of the City Clerk, 58 Opera House Square, Claremont, NH 03743
(603)542-7003

According to RSA 540:1-b, effective January 1, 2011, owners of "restricted" property must file a statement with the town or city clerk of the municipality in which the property is located that provides the name, address, and telephone number of a person within the state who is authorized to accept service of process for legal proceedings.

RSA 540:1-a defines "restricted" property to be **"all real property rented for residential purposes, except real property rented for nonresidential purposes and the following real property rented for residential purposes:**

- (a) Single-family houses, if the owner of such a house does not own more than 3 single-family houses at any one time.
- (b) Rental units in an owner-occupied building containing a total of 4 dwelling units or fewer.
- (c) Single-family houses acquired by banks or other mortgagees through foreclosure."

If you are an owner of a "restricted" property in the City of Claremont, you are required to fill out this form and return it to the Office of the City Clerk along with the \$15.00 filing fee. The completed form can be mailed to the above address. Failure to complete and submit this form is subject to a \$100.00 fine.

PROPERTY OWNER INFORMATION

Owner Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Contact Phone Number: _____

List all applicable property addresses within the City of Claremont that have the same contact for service for legal proceedings:

CONTACT INFORMATION:

Person within the State of New Hampshire to contact to accept legal service for addresses listed above:

Contact Name: _____

Street Address: _____

City, State, Zip Code: _____

Telephone/Cell Phone Number: _____

Email Address: _____

Owner's Signature

Date Signed

****Send form with \$15.00 filing fee; check made payable to: City of Claremont****