



TOWN OF BELMONT TOWN CLERK'S OFFICE

DATE: February 2, 2011
TO: Landlords
FROM: Cynthia DeRoy, Town Clerk/Tax Collector
RE: Landlord Agent Form

LANDLORD AGENT FORM

According to the new RSA 540:1-b effective January 1, 2011, an owner of rental property who resided within the state of New Hampshire shall, within 30 days of becoming the owner or within 30 days of the effective date of this RSA, whichever occurs later, 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 any legal proceeding brought against the owner relating to the restricted property. Such a person authorized to accept service may be the owner of the premises.

For the complete RSA on the web go to:
www.gencourt.state.nh.us/rsa and then type in chapter 540

Attached is the form to be completed and returned to the Town Clerk's office. Whether you are mailing or visiting our office, please be sure to include the filing fee for the amount of \$10.00 made payable to the "Town of Belmont". If mailing in this form you are required to have this form notarized and mail to our office at Town Clerk's Office, PO Box 310, Belmont, NH 03220

TOWN CLERK-TAX COLLECTOR
Town of Belmont
PO Box 310
Belmont, NH 03220-0310

Property Owner Designated Respondent Affidavit

Per RSA 540:1, the following affidavit is required to filed with the City Clerk.

Owner: _____ Date: _____

Rental Property Address: _____

Owner Address: _____

Phone Number: (h) _____ (c) _____

(w) _____ Please indicate your preference for contact.

Email Address: _____

Designated Respondent to Accept Services

Name: _____ Title: _____

Address: _____

Phone Number (h) _____ (c) _____

(w) _____ Please indicate your preference for contact.

Email Address: _____

Expiration of Respondent Status: _____

Fee: \$10.00 cash/check

I, _____ swear and affirm that I have designated the above
named _____ as my representative, having responsibility and authority
to accept documentation and services for the rental property at the address listed on
this affidavit.

Owner signature: _____

Justice of the Peace/Notary Public

Clerk's File # - _____