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
Property Owner Designated Respondent Affidavit

Per RSA 540:1, the following affidavit is required to be 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 # - ___________________