



# TOWN OF BELMONT TOWN CLERK'S OFFICE

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

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## 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](http://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 # - \_\_\_\_\_