



RESTRICTED PROPERTY LANDLORD AGENT FORM

Office of the City Clerk, 168 Main Street, Berlin, NH 03570 (603)752-2340

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 Berlin, you are required to fill out this form and return it to the Office of the City Clerk. The completed form can be mailed to the above address.

PROPERTY OWNER INFORMATION

Owner Name: _____

Street Address: _____

City, State, Zip Code: _____

List all applicable property addresses (street addresses) within the City of Berlin 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