



REQUIRED LANDLORD AGENT FORM

Office of the City Clerk/ One City Hall Plaza/ Manchester, NH 03101/ 603-624-6455

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.

Please review applicable State law to determine if your property is defined as “restricted” property (RSA 540:1-a). If so, you are required to fill out this form and return to the Office of the City Clerk. The completed form can be mailed to the above address or emailed to cityclerk@manchesternh.gov for your convenience.

Property Owner’s Information

Name: _____

Contact Person (if different): _____

Street Address: _____

City, State, Zip Code: _____

E-mail Address (optional): _____

List all applicable property addresses (street addresses) within the City of Manchester that have the same contact for service for legal proceedings:

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

Name: _____

Street Address: _____

City, State, Zip Code: _____

Contact’s Phone Number: _____

Secondary Phone Number: _____

E-mail Address (optional): _____