



# CITY OF MANCHESTER

## PLANNING AND COMMUNITY DEVELOPMENT

Leon L. LaFreniere, AICP  
Director

Planning & Land Use Management  
Building Regulations  
Code Enforcement Division  
Community Improvement Program  
Zoning Board of Adjustment

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Deputy Director Planning & Zoning

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Deputy Director Building Regulations

### APPLICATION FOR TRANSFER PERMIT

Please answer each question in full or check appropriate box. Each building, dwelling unit or condo requires a separate application. Please print or type all answers and return completed application to the above address. **All necessary fees must accompany application.** Make checks payable to "City of Manchester, NH". Applications may not be considered unless all applicable questions are answered in full.

<b>Type of Building:</b>	<input type="checkbox"/> Single Family	<input type="checkbox"/> Condo	<input type="checkbox"/> Duplex/2-Family
	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Rooming House	
<b>Property Address:</b> _____			
<b>Other address by which building is known (if applicable):</b> _____			

<b>Detailed reason(s) for application.</b> Specifically explain why Transfer Permit is needed and identify specific portion of Ordinance, Section 150.110, which authorizes issuance of Transfer Permit. _____ _____
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<b>SELLER:</b> _____
<b>Address:</b> _____
<b>Telephone Numbers:</b> Home: _____ Cell: _____ Other: _____
<b>Agent's Name (if applicable):</b> _____
<b>Original Owner (if different from seller):</b> _____
<b>Seller/Agent's Signature:</b> _____

<b>BUYER:</b> _____
<b>Is Buyer:</b> <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other (describe) _____
<b>Name All Partners, Shareholders, or others (describe):</b> _____
<b>Residence or Other Permanent Address:</b> _____
<b>Mailing Address (if different from above):</b> _____
<b>Telephone Numbers:</b> Home: _____ Cell: _____ Other: _____
<b>Buyer's Signature:</b> _____

<b>Institution That Will Hold Mortgage:</b> _____
<b>Address:</b> _____

<b>FEES DUE:</b> Application: \$ _____	Inspection/Re-Inspection: \$ _____	<b>TOTAL DUE:</b> \$ _____
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