



CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT
BUILDING REGULATIONS DIVISION
 One City Hall Plaza, Manchester, NH 03101
 (603) 624-6475 Fax: (603) 624-6324
 E-Mail: pcd@manchesternh.gov
www.manchesternh.gov

This form should be filled out and mailed or emailed to the address shown to the left. If you have any questions, please call our office between the hours of 7:30 AM and 5:00 PM.
 Effective: 09/02/14

APPLICATION FOR TRANSFER OF OWNERSHIP

DATE: _____

Property Address: _____

Previous Owner(s) Name: _____

Owner(s) Address: _____

SECTION 150.109 TRANSFER OF OWNERSHIP

(2) No rental property being rented, offered for rent or otherwise occupied under a Certificate of Compliance shall be bought, sold or otherwise transferred without an application for assignment of Certificate of Compliance, including the fee, required by this subchapter, having first been filed with the code official.

SECTION 150.114 (5) FEES

\$50.00 per certificate to assign a Certificate of Compliance to a new owner.

Date Building Acquired: ____/____/____

New Owner(s): _____

Address: _____

Home Phone No: _____ Work Phone No: _____

Cell Phone No: _____ Other Contact: _____

Fax or E-Mail: _____

Total Amount Due: \$50.00 Make Checks Payable to "City of Manchester, NH".

CERTIFICATE EXPIRATION DATE: ____/____/____