



# TOWN OF MANCHESTER

## LANDLORD REGISTRATION NOTICE AND FORM

In accordance with the Town of Manchester's newly enacted Landlord Registration ordinance, any owner of occupied or vacant residential rental real property shall maintaining on file in the office of the Building Department the owner's current residence mailing address and telephone contact number. ***A post office box address is not acceptable.*** This list is being compiled to use for code compliance issues as well as for use by emergency personnel in case of an incident.

Any change in the owner's address must be reported to the Building Department not more than twenty-one days after the date the address changed.

Failure to comply with the ordinance constitutes a civil penalty for the violation of this ordinance in the sum of two hundred fifty dollars (\$250.00) for the first violation and not more than one thousand dollars (\$1000.00) for any subsequent violations and may also result in the disqualification of this property for certain Town-sponsored programs.

Please fill out the section below for our records and return it to:

Town of Manchester, Building Department, 494 Main Street, P. O. Box 191, Manchester, CT 06045-0191

Date: \_\_\_\_\_

Please list all property addresses of rental real properties. ***If more room is needed please use back of form.***

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Please complete the follow Owner's/Landlord's name, mailing address, phone numbers, contact name and email address below. ***Please remember a post office box address is not acceptable.***

Owner's/Landlord's Name:

Home phone number: *(for emergency contact only)*

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Address: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_