



Absentee Landlord Affidavit

City of Woonsocket, RI 02895

Return to: City of Woonsocket's Clerks Office
169 Main Street Woonsocket, RI 02895 PO Box B

Pursuant to **Chapters 5496 and 5640** of the Ordinances of the City of Woonsocket, I hereby Register as an Absentee Landlord, and the following information is accurate and true to the best of my knowledge.

OWNERS INFORMATION

Location of Property:

Owner of Property:

Owners Street Address:

City, State & Zip Code:

Phone Number (s):

Email Address (s):

PROPERTY MANAGEMENT INFORMATION

Property Manager:

Street Address:

City, State & Zip Code:

Phone Number (s):

Email Address (s):

I hereby certify that the above property information submitted to The City of Woonsocket Clerk is true and accurate.

Signature of Property Owner

Subscribed and sworn to before me this ____ Day of _____ 20

Notary Public

My Commission Expires: / /

Date Received by City Clerk's Office:

City of Woonsocket Code of Ordinances: Sec. 12-13. Registration of absentee landlords.

Pursuant to Chapter 417 of the Public Laws of 1991, each absentee landlord, defined as an owner of a residential dwelling who does not reside at the dwelling premises, shall submit to the City Clerk, under oath on forms provided by the City Clerk, (a) (i) his, hers, its, or their full name and residence address and telephone number which shall be accessible to each tenant; or (ii) full name, business address, and telephone number of the property manager, if one exists; (b) a telephone number to call in emergencies. This information shall not be revealed to anyone except authorized public safety officials and verified tenants of each individual landowner.

This City shall notify each absentee landlord by the placement of a legal advertisement and individually at the time of tax bill mailing and/or water bill and sewer bill where practicable of the requirement to register within thirty (30) days of the date at the postmark at such notice. Property owners must provide appropriate new information as necessary but are not required to re-register annually. Information on file shall be assumed to be correct.

Failure of a property owner as defined herein to provide and render the information as described herein, shall constitute prima facie evidence of a misdemeanor which shall be answerable and heard in the Woonsocket Municipal Court. The first offense shall be subject to a maximum fine of one hundred dollars (\$100.00). Any subsequent offense shall be subject to a maximum fine of five hundred dollars (\$500.00). (Ch. No. 5640, Sec. 1-3, 9-23-92)

AND

§ 34-18-22.3. Nonresident landlord to designate agent for service of process.

A landlord who is not a resident of this state shall designate and continuously maintain an agent upon whom service may be made of any process, notice, or demand required or permitted by law to be served, including, but not limited to, notices of minimum housing code violations. The agent shall be a resident of this state, or a corporation authorized to do business in this state. The landlord's designation shall be in writing, shall include the name and address of the agent, shall include the street address of each property designated to the agent, and shall be filed with the secretary of state and with the clerk of the city or town wherein the dwelling unit is located. Any landlord who fails to comply with the requirements of this section shall be subject to a civil fine of one hundred dollars (\$100) per month up to a maximum of one thousand two hundred dollars (\$1,200) in a calendar year or if the monthly rent exceeds one thousand two hundred dollars (\$1,200), the civil fine shall be one month's rent for the calendar year, payable to the municipality.

Link to Secretary of State Form:

<https://business.sos.ri.gov/corp/FilingForms/1000999.asp?stage=DataInput>