



CITY OF PORTSMOUTH, NEW HAMPSHIRE  
OFFICE OF THE CITY CLERK

RESTRICTED PROPERTY LISTING FORM

**STATEMENT OF PERSON AUTHORIZED TO ACCEPT SERVICE OF PROCESS**

**PURSUANT TO RSA 540:1-B**

The undersigned owner of the following restricted property, as defined in RSA 540:1-a II hereby files this statement with the City Clerk of the City of Portsmouth\* for the purpose contained herein:

With respect to the following property (print address):

\_\_\_\_\_

The person within the State of New Hampshire who is authorized to accept service of process for any legal proceeding brought against the owner of the property is:

Name: \_\_\_\_\_

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

Telephone number: \_\_\_\_\_

Submitted By (Owner Info):

Owner Name (Printed): \_\_\_\_\_

Owner Name (Signature): \_\_\_\_\_

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

Telephone number: \_\_\_\_\_

Dated: \_\_\_\_\_

**\*Please Note: Effective July 1, 2011, a \$15.00 fee is required to file the Restricted Property Listing Form**

**ADDENDUM TO STATEMENT OF PERSON AUTHORIZED TO ACCEPT  
SERVICE OF PROCESS PURSUANT TO RSA 540:1-a**

**540:1-a Definitions.** – In this chapter:

- I. "Nonrestricted property" means all real property rented for nonresidential purposes and the following real property rented for residential purposes:
  - (a) Single-family houses, if the owner of such a house does not own more than 3 single-family houses at any one time.
  - (b) Rental units in an owner-occupied building containing a total of 4 dwelling units or fewer.
  - (c) [Repealed.]
  - (d) Single-family houses acquired by banks or other mortgagees through foreclosure.
  
- II. "Restricted property" means all real property rented for residential purposes, except those properties listed in paragraph I.
  
- III. "Rental unit" means a suite of one or more rooms located within a single building rented by the owner to one or more individuals living in common for nontransient residential purposes.
  
- IV. The term "tenant" or "tenancy" shall not include occupants or occupancy in the following places and the provisions of this chapter shall not apply to:
  - (a) Rooms in rooming or boarding houses which are rented to transient guests for fewer than 90 consecutive days.
  - (b) Rooms in hotels, motels, inns, tourist homes and other dwellings rented for recreational or vacation use.
  - (c) Rooms in student dormitories, nursing homes, hospitals, convents, monasteries, asylums or group homes.
  - (d) A single-family home in which the occupant has no lease, which is the primary and usual residence of the owner.
  - (e) Residential real estate under RSA 540-B.