

**ARTICLE II, Absentee Landlords [Approved 10-11-1001-1991 as Ch. No 2226]**

**§ 325-3. Information to be supplied to City.**

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 Office of Zoning and Code Enforcement, under oath, on forms provided by the City:

- A. His, her, its or their full name and residence address and telephone number which shall be accessible to each tenant, or the full name, business address and telephone of the property manager, if one exists.
- B. A telephone number to call in case of emergencies.
- C. The name and address of the mortgage holder.
- D. The name and address of property insurer.

**§ 325-4. Notification to register. [Amended 9-23-1999 by Ord. No. 2538]**

- A. The City shall notify each absentee landlord in writing of his, her, its or their requirement to register within 30 days of the date of postmark on said notice.
- B. A landlord who is a resident of another 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.
- C. The landlord is required to notify the Pawtucket City Clerk, in writing, who he has designated as his agent and include their current name and address. The notice will also state the addresses of the properties that the agent is designated to represent for the landlord within the City of Pawtucket.
- D. The landlord is responsible for notifying the City Clerk of any changes in his agents name or address or if the properties over which the agent is authorized to accept service of process, notice or demands have changed within 30 days of the change.
- E. If the landlord fails to comply with this article, rent for the dwelling abates until designation of an agent is made, and the landlord shall be subject to a fine of up to \$500 per violation payable to the City of Pawtucket.

**§ 325-5. Violations and penalties.**

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 Police Court of the City of Pawtucket. The first offense shall carry a maximum fine of \$100.00. Subsequent offenses shall carry a maximum fine of \$500.00.

**§ 325-6. Lien.**

Failure to pay said fine(s) within 30 days of the citation will result in a lien being placed on the property.

**CITY OF PAWTUCKET**  
**ABSENTEE LANDLORD REGISTRATION**

PROPERTY ADDRESS \_\_\_\_\_

PROPERTY MANAGER \_\_\_\_\_

LANDLORD NAME \_\_\_\_\_

MANAGER ADDRESS \_\_\_\_\_

LANDLORD ADDRESS \_\_\_\_\_

MANAGER TEL.# \_\_\_\_\_

\_\_\_\_\_

INSURANCE CARRIER NAME \_\_\_\_\_

LANDLORD TEL. # \_\_\_\_\_ (H) \_\_\_\_\_ (W)

INSURANCE CARRIER ADDRESS \_\_\_\_\_

EMERGENCY 24 HOUR TEL. # \_\_\_\_\_

\_\_\_\_\_

MORTGAGE HOLDER NAME \_\_\_\_\_

TAX BILLING ADDRESS \_\_\_\_\_

MORTGAGE HOLDER ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER                      DATE

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

**INTERNAL USE ONLY**

\_\_\_\_\_  
NOTARY PUBLIC

PLAT \_\_\_\_\_

MY COMMISSION EXPIRES ON \_\_\_\_\_, \_\_\_\_\_

LOT(S) \_\_\_\_\_

NOTE: A SEPARATE REGISTRATION FORM IS REQUIRED FOR EACH PROPERTY YOU OWN

A check for \$49.00 made payable to the "City of Pawtucket" for the recording fee must accompany each form.