



HANOVER, NEW HAMPSHIRE 03755
Department of Planning and Zoning
P.O. Box 483 (603) 643-0706

RENTAL PROPERTY REGISTRATION

Registration # R
Date Rec'd _____

OWNER INFORMATION

Name _____

Contact Person _____

Address (City/State/Zip Code/Country) _____

Phone _____ Email _____

LANDLORD / AGENT INFORMATION

Company Name _____

Contact Person _____

Address (City/State/Zip Code) _____

Phone _____ Email _____

IF CONDOMINIUM

Name of Condominium Association _____

Mailing address of association _____

Contact agent for association _____

Phone _____ Email _____

PHYSICAL ADDRESS OF UNIT _____

Tax Map _____ Block _____ Lot _____ Card _____

Total number of Units on this lot _____

Please note: a separate Rental Property Registration is required for each individual unit.

TYPE OF RENTAL UNIT:

- Single Family Residence
- Room rental within a Single Family Residence (owner occupied)
- Accessory dwelling unit within Single Family Residence (owner occupied)
- Individual Unit in a Duplex (two units)
- Individual Unit in a Multi-Family (Apartment Building, Townhouse, etc. - 3 or more units)
- Condominium unit

RENTAL UNIT DESCRIPTION: (please indicate number)

Total number of rooms in unit _____

Number of sleeping rooms _____

Number of bathrooms _____

Other Rooms:

Living room _____ Laundry _____

Family room/den/office _____ Storage _____

Kitchen _____ Other rooms _____

Dining room _____

All rental units require smoke and CO detection. Links to NH Fire Marshall informational bulletins:

- Smoke Alarm Requirements
<http://www.nh.gov/safety/divisions/firesafety/bulletins/documents/SmokeAlarmRequirements1-2008.pdf>
- Carbon Monoxide Detector Law
<http://www.nh.gov/safety/divisions/firesafety/bulletins/documents/2009-07CODetectors.pdf>
- CO Detector Law Addendum
<http://www.nh.gov/safety/divisions/firesafety/bulletins/documents/CObulletinaddendum.pdf>

Filing and acceptance of this form does not constitute approval by the Town of Hanover that the rental property described herein complies with any or all local, state, and/or federal requirements. This registration is only for compliance with the Rental Housing Ordinance.

The Town of Hanover Adopted Zoning Ordinance limits rental occupancy to not more than 3 unrelated individuals. (Section 210.1F).

New registration required for any changes to your rental units, property ownership, and/or agent representation.

<i>Signature ALWAYS required</i>	
_____ Property Owner	_____ Date
_____ Landlord / Agent	_____ Date

Please submit COMPLETED and SIGNED Registrations to:

By USPS: Hanover Planning & Zoning
PO Box 483
Hanover, NH 03755

In person: Hanover Planning & Zoning Office
41 S Main St, Hanover NH

By fax: (603) 643-0710

By email: (must scan signed form so that signature is on file) – planning@hanovernh.org

Questions may be referred to: (603) 643-0708 Planning & Zoning Office