

City of Waterbury

Landlord Registration Form Instructions

1. Click the link "Non-Resident Landowner Registration Form" to open the form (*Adobe Acrobat Reader required*)
2. Either print the form or fill out the information following the instructions below
3. Check the correct box to indicate if this is an "initial registration" or "Change of Non-resident owner address"
4. If the non-resident owner is and individual, go to step 5, otherwise skip to step 9
5. Enter the non-resident owner's "Last name, First name and Middle Initial"
6. Enter the non-resident owner's "Street address, Town/City, State and Zip Code" where they can be contacted (***note: Post Office Box is not accepted***)
7. Enter the non-resident owner's main contact telephone number, alternate telephone number (i.e. cell, work) and a valid email address
8. Go to step 13
9. Enter the non-resident owner "Company Name"
10. Check the box that best describes the company (i.e. LLC, Corp., Trust, etc.)
11. Enter the "Agent Name, Street Address, Town/City, State and Zip Code" where they can be contacted (***note: Post Office Box is not accepted***)
12. Enter the non-resident owner's main contact telephone number, alternate telephone number (i.e. cell, etc.) and a valid email address
13. Enter the "Street Number, Street and Unit Number (*if applicable*)" for the Property/Rental Address
 - o Repeat this information for each Property/Rental Address being registered
 - o Note: if a second page is required, be sure to enter the Non-resident Owner information as above
14. Print the completed form
15. The completed form can be mailed or delivered to:

Town Clerk
City of Waterbury
235 Grand Street
Waterbury CT 06702

***Note - After October 1, 2012**, the Fee For Registration is \$25 per property, with a maximum of \$50 per Non-resident owner. The fee for change of address per property is \$10, with a maximum of \$20 per non-resident owner. Please enclose check or money order payable to City of Waterbury-Town Clerk.