



# CITY OF NEW HAVEN

## DEPARTMENT OF ASSESSMENT

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New Haven, CT 06510  
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John DeStefano Jr.  
Mayor

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City Assessor

Roger Palmer, CCMA  
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### Residential Home Address Request Form for Non-Owner Occupied Rental Property (Per Ordinance)

#### Instructions

**Who should fill out this form?**

- 1.) All nonresident individual owners of occupied or vacant rental real property in the City of New Haven.
- 2.) Any agent or representative in charge of real property owned by a corporation, partnership, trust or other legally recognized entity.

**What constitutes an address?**

All stated home addresses must be a physical location as described by the full street number, if any, the street name, the city or town, and the state, and not a mailing address such as a post office box.

*Please Print or Type*

**Property Address:** No: \_\_\_\_\_ Street Name: \_\_\_\_\_

**Present Owner:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Unit #** \_\_\_\_\_

**City/ State/ Zip** \_\_\_\_\_

**Daytime Phone #:** ( ) - \_\_\_\_\_ **Nighttime Phone #:** ( ) - \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Sec. 17-112. Nonresident owners' disclosure requirement.

(a) All nonresident individual owners of occupied or vacant rental real property in the city shall file their current full residential address with the city's tax assessor within twenty-one (21) days of receipt of notice to do so.

(b) Each nonresident owner that is a corporation, partnership, trust or other legally recognized entity owning rental real property in the state shall file the current full residential address of the agent in charge of the building with the city's tax assessor.

(c) Notice of the above-referenced requirement shall be published in a newspaper in general circulation in the city. All nonresident individual owners of occupied or vacant rental real property shall make said filing within twenty-one (21) days of receipt of said notice.

(d) If the residential address of an individual nonresident owner, or agent in charge of the building, as described above changes, such person shall file notice of the new residential address with the city's tax assessor not more than twenty-one (21) days after the date that the address change occurred.

(e) Any person who violates any provision of this section shall have committed an offense, and be liable for fines for first, second and subsequent violations up to the maximum amount authorized by state statutes or this Code. Each day that a person fails to file such disclosure after receiving notice of such requirement shall constitute a separate offense.

(f) If the nonresident owner or agent fails to file an address as required by this article, the address to which the city mails property tax bills for the rental real property shall be deemed to be the nonresident owner's or agent's current address. The city shall be deemed to have satisfied notice requirements of fines imposed on the violation of this article, and all orders relating to maintenance of such rental real property from any civil or criminal action, by mailing such notice and orders to such address.