State of Rhode Island
**Department of State - Business Services Division**

**This legal document should be typed. All illegible documents will be REJECTED.**

# Instructions for Filing
# Designation of Agent for Nonresident Landlord

**Section 34-18-22.3 of the General Laws of Rhode Island, 1956, as amended**

*The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.*

***All filings are public records under RIGL 38-2-1, et seq.*** *This means all information is available to the public by a variety of methods including, without limitations, inspections at our office, telephone inquiries and electronically through our online database.*

## How to complete the form:

1. List the name(s) of the nonresident landlord(s).
2. List the address of the nonresident landlord(s).
3. State the name of the registered agent. The registered agent is an individual or entity that will accept all legal service for this entity. The agent must be a Rhode Island resident or entity qualified to do business in this state. A Rhode Island street address is required, NOT a P.O. Box. In addition to all legal service of process, other important correspondence from the state will be sent to this address.
4. List the street address of each property designated to the agent. Additional property may be listed on an attachment. Check the box to indicate an attachment.
5. The landlord(s) MUST sign and date the form.

**NOTE**** RIGL 34-18-22.3 requires a designation of agent to also be filed with the clerk of the city or town where the designated property is located. Contact the city or town clerk's office to obtain filing instructions.

## How to pay the filing fee:

There is no filing fee to record a designation of agent for nonresident landlord. You can submit your completed form to the Business Services Division, 148 W. River Street, Ste. 1, Providence, RI 02904. Contact our office at (401) 222-3040 for further information.

## How to confirm your filing:

Entity records are retrievable and viewable through our website. Successful filings will NOT result in a mailed confirmation. Filings that cannot be processed will be posted online and then returned. To confirm your submission and obtain evidence of your filing:

- Go to our Corporate Database.
- Enter the name or ID number of your entity and click "Search."
- Click on the link to your entity record, scroll down, select "All Filings" and then "View Filing."
- Identify the desired type of filing and click on "PDF" under "View PDF" to view and print the record.

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STAMP
FOR SECRETARY OF STATE USE ONLY

# Designation of Agent for Nonresident Landlord

→ No Filing Fee

Pursuant to the provisions of RIGL 34-18-22.3, the undersigned landlord(s), who is not a resident of Rhode Island, submits the following statement for the purpose of appointing an agent in Rhode Island:

| | | |
|---|---|---|
| 1. The name(s) of the nonresident landlord(s) is: | | |
| 2. The address of the nonresident landlord is: | | |
| Street Address | | |
| City/Town | State | Zip Code |
| 3.The name and address of the initial registered agent/office in Rhode Island is: | | |
| Agent Name | | |
| Street Address (NOT a P.O. Box) | | |
| City/Town | State<br>**RHODE ISLAND** | Zip Code |
| 4. List the street address of each property designated to said agent: | | |
| Street Address | | |
| City/Town | State<br>**RHODE ISLAND** | Zip Code |

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**MAIL TO:**
**Division of Business Services**
148 W. River Street, Providence, Rhode Island 02904-2615
**Phone:** (401) 222-3040
**Website:** www.sos.ri.gov

| Street Address | | |
|---|---|---|
| City/Town | State<br>**RHODE ISLAND** | Zip Code |
| Street Address | | |
| City/Town | State<br>**RHODE ISLAND** | Zip Code |
| Street Address | | |
| City/Town | State<br>**RHODE ISLAND** | Zip Code |
| Street Address | | |
| City/Town | State<br>**RHODE ISLAND** | Zip Code |
| Street Address | | |
| City/Town | State<br>**RHODE ISLAND** | Zip Code |

Additional property addresses can be listed on an attachment. Check this box to indicate attachment ☐

*Under the penalty of perjury, I/we declare and affirm that I/we have examined this Designation of Agent for Nonresident Landlord, including any accompanying attachments, and that all statements contained herein are true and correct.*

| Type or Print Name of Landlord | Date |
|---|---|
| Signature of Landlord | |
| Type or Print Name of Landlord | Date |
| Signature of Landlord | |

**RIGL 34-18-22.3 requires a designation of agent to also be filed with the clerk of the city or town where the designated property is located. Contact the city or town clerk's office to obtain filing instructions.

**If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email corporations@sos.ri.gov.**

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## Filer Contact Information

In the event our office needs more information in order to complete the filing of this document, we ask for the filer's contact information. **All fields are REQUIRED.**

| | | |
|---|---|---|
| Name: | | Date: |
| Street Address: | | |
| City: | State: | Zip Code: |
| Email Address: | | Phone Number: |

**If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email corporations@sos.ri.gov.**