
The Purpose of LANDLORD REGISTRATION

The public welfare, health and safety of the people of Mansfield are the focal points of the Landlord Registration Ordinance.

Identification and knowledge of the whereabouts of nonresident owners of residential rental housing units is in the best interests of the community. It is the goal of the Town through this Ordinance to insure the protection and preservation of quality of life for its residents. This ordinance makes a responsible party readily available in the event of an emergency or other code related incident.



FOR MORE Information

A copy of the Ordinance or registration form may be obtained by contacting the Housing Inspection office or downloaded from the Town website.

This brochure provides an overview of the Landlord Registration Ordinance. It is only meant to be a guide. The provisions of the actual ordinance will be enforced.

OTHER Related But Separate Topic

With respect to the standard of maintenance for residential rental dwelling units within the Town, please refer to the Housing Code Ordinance.

Department Hours

Mon., Tues., Wed. 8:15 am - 4:30 pm

Thurs. 8:15 am - 6:30 pm

Fri. 8:00 am - 12:00 noon

**TOWN OF
MANSFIELD**

A Guide to LANDLORD REGISTRATION



Department of Building and Housing Inspection

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Owners of rental housing must register as landlord and maintain their current address with the Housing Inspection office pursuant to the **LANDLORD**

REGISTRATION ORDINANCE.

This Ordinance applies to both occupied and vacant rental housing units, including but not limited to an apartment, condominium, mobile home, single family, duplex or multi-family dwelling. If a property owner of record is an entity, such as a corporation, limited liability company, partnership or trust, then the address of the agent in charge of the property must also be included in the filing. It is also the responsibility of the property owner to provide a notice of any change in address within twenty-one days of such address change.

If the property is sold or title transferred, a new filing with fee payment must be submitted by the new owner.

EXCEPTIONS to Registry Filing Requirements

1. Owner-occupied — owner resides in any dwelling unit having the same property Assessor's record Map/Block/Lot as at which they rent other dwelling unit(s);
2. Property of the State of Connecticut (not inclusive of units owned by an entity leasing real property from the State of Connecticut).

FEES and Penalties

A filing fee of \$25.00 for initial registration and \$10.00 for change of address notice is payable at the time of filing. Failure to register can lead to assessment of penalties and fines. Infraction penalties of \$250.00 for first violation and \$1,000.00 for any

subsequent violation will be assessed for failure to file an address as required by the Ordinance. Lack of filing fee submittal at the time of registration will result in a \$90.00 fine.

IMPORTANT Definitions

Address - a 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.
Nonresident Owner - any owner of such property who does not reside in any such unit or its associated premises, which is owned by her or him. (different Assessor record Map/Block/Lot)
Agent in charge - one who manages real estate, including but not limited to, the collection of rents and supervision of the property.