



## Instructions for Filing Certificate of Cancellation for Nonresident Landlord

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.*

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

### How to complete the form:

1. List the nonresident landlord's ID number. The ID number can be found by looking up your registration in the [Corporate Database](#).
2. List the name(s) of the nonresident landlord(s).
3. List the date of the nonresident landlord's registration. The registration date can be located by accessing the landlord's registration in the [Corporate Database](#).
4. List the address of the nonresident landlord.
5. List the name and address of the current registered agent of record. The registered agent information can be found by looking up your registration in the [Corporate Database](#).
6. The nonresident landlord no longer holds property in the State of Rhode subject to the provisions of RIGL [34-18-22.3](#) and hereby cancels this registration. The cancellation revokes the authority of the nonresident landlord's registered agent to accept service of process.
7. The nonresident landlord(s) **MUST** sign and date the form.

**NOTE \*\*** RIGL [34-18-22.3](#) requires a landlord registration form to be filed with the RI Department of State **AND** with the City or Town where the property is located. You should contact the City or Town Clerk to determine if evidence of this cancellation is required to be filed with the City or Town where the property was located.

### How to pay the filing fee:

There is no filing fee to record a certificate of cancellation 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:

Nonresident landlord 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 the nonresident landlord and click "Search"
- Click on the link to the nonresident landlord record, scroll down, select "All Filings" and then "View Filing"
- Identify desired type of filing and click on "PDF" under "View PDF" to view and print the record



# Certificate of Cancellation for Nonresident Landlord

→ No Filing Fee

STAMP

FOR  
SECRETARY OF STATE  
USE ONLY

The undersigned landlord(s), who is not a resident of Rhode Island, submits the following cancellation:



1. Entity ID Number:		2. The name(s) of the nonresident landlord(s) is:	
3. The date of the nonresident landlord's registration is:			
4. The address of the nonresident landlord is:			
Street Address			
City/Town	State	Zip Code	
5. The name and address of the registered agent/office in Rhode Island is:			
Agent Name			
Street Address ( <u>NOT</u> a P.O. Box)			
City/Town	State	Zip Code	
	<b>RHODE ISLAND</b>		
6. The nonresident landlord(s) no longer holds property in the State of Rhode subject to the provisions of RIGL <a href="#">34-18-22.3</a> and hereby cancels this registration. The cancellation revokes the authority of the nonresident landlord's registered agent to accept service of process.			

**MAIL TO:**

**Division of Business Services**

148 W. River Street, Providence, Rhode Island 02904-2615

**Phone:** (401) 222-3040

**Website:** www.sos.ri.gov



STAMP

FOR  
SECRETARY OF STATE  
USE ONLY

*Under the penalty of perjury, I/we declare and affirm that I/we have examined this Certificate of Cancellation 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](mailto:corporations@sos.ri.gov).**



## 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: