

# ***TOWN OF TEWKSBURY, MASSACHUSETTS***

## ***POLICIES AND PROCEDURES WHEN REQUESTING A MUNICIPAL LIEN CERTIFICATE("MLC")***

### **A. Certificate of liens; fee schedule**

MGL Chapter 60 , 23B

1.	Land less than 1 acre (no permanent structure)	\$ 25.00
2.	Single family, two family or three family residence	25.00
3.	Four or more family residence	100.00
4.	Commercial, industrial or public utility structure	150.00
5.	Farms, forest land and all real property or act in relation thereto.	50.00

### **B. MLC Procedures**

When requesting an MLC from the Town of Tewksbury, please adhere to the following guidelines:

- 1.) A written request needs to be submitted for each parcel and must include:
  - Map and parcel – *this can be obtained through the Assessor’s website <http://gis.vgsi.com/tewksburyma> or call 978-640-4330*
  - Parcel address
  - Assessed owner
  - Date of request
  - Whether or not a self-addressed stamped envelope is enclosed or if a call is required so that the completed MLC can be picked up (*we do not fax MLCs*)
  - For sale, refinance or other
  
- 2.) Along with your written request, please include:
  - A self-addressed stamped return envelope – *if you would like the MLC returned via UPS, Fed Ex, etc., please include the proper documentation and supplies necessary for us to forward the MLC back to you*
  - A check, payable to the Town of Tewksbury, with the appropriate dollar amount per the fee schedule listed in Section A. Should you have questions on the type of property, please visit Assessor's website, <http://gis.vgsi.com/tewksburyma> or call 978-640-4330.
  
- 3.) Mail the request, check and return envelope to: **Town of Tewksbury, Tax Department, 11 Town Hall Ave, Tewksbury, MA 01876.**

## **Important Notes**

- We do not give verbal information; however, we will further clarify any information on the MLC for you once the MLC is in your possession.
- We have 10 business days to complete your request
- We do not fax MLCs
- The link to the MGL Chapter 60, § 23B Certificate of liens; fee schedule is <http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleIX/Chapter60/Section23B>
- Please see the attached link for a copy of the “Request for Municipal Lien Certificate” form.

**OFFICE OF THE TAX COLLECTOR**

11 Town Hall Ave.  
Tewksbury MA 01876

Telephone:  
978-640-4340 Fax:  
978-851-4190

**REQUEST FOR MUNICIPAL LIEN CERTIFICATE**

**MAP & PARCEL:**

\_\_\_\_\_

**PARCEL ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

**ASSESSED OWNER:**

\_\_\_\_\_

Parcel information may be obtained at the Assessor's website,

<http://gis.vgsi.com/tewksburyma/>

or Call the Assessor's Office at 978-640-4330

**DATE REQUESTED:**

\_\_\_\_\_, 20\_\_\_\_

**CHECK ONE:**

ENCLOSED SELF-ADDRESSED STAMPED ENVELOPE

CALL WHEN READY

**NOTE:** We do not fax MLC's

**CHECK ONE:**

SALE(NEW OWNERS NAME REQUIRED)

REFINANCE  OTHER

**REQUESTOR INFORMATION:**

**Name / Company Name:**

\_\_\_\_\_

**Address / Telephone #:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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