



*City of Lawrence  
Collector's Office*

DANIEL RIVERA  
MAYOR

PERLA ORTIZ  
COLLECTOR

*200 Common Street Rm. 101*

*Lawrence Massachusetts 01840*

TEL: (978) 620-3170  
FAX: (978) 722-9240

## **REQUEST FOR MUNICIPAL LIEN CERTIFICATE**

Date of Request: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

This request is in reference to a: Sale:  Refinance:  Other:  \_\_\_\_\_

Property Location: \_\_\_\_\_

Assessed Owner: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Request to be: Mailed:  Picked up:  Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

PLEASE INCLUDE A SELF ADDRESSED STAMPED ENVELOPE IF YOU WISH THE REQUEST TO BE MAILED. MLC'S WILL NOT BE FAXED.

### **Fee Schedule**

<b>Property Type</b>	<b>Fees</b>
<b>Residential fees: (1-3 units)</b> <i>Single-family house</i> <i>Two-family house</i> <i>Three-family house</i>	<b>\$50.00</b>
<b>Residential fees: (4+ units)</b> <i>Four-to-six family house</i>	<b>\$100.00</b>
<b>Commercial fees:</b>	<b>\$100.00</b>
<b>Industrial fees:</b>	<b>\$200.00</b>

\*Checks made payable to the City of Lawrence

\*Allow 5 to 7 business days for processing

\*Requests are processed in the order they are received

Signature of Requestor: \_\_\_\_\_