



# The City of Lowell, Treasurer/Collector's Office

375 Merrimack Street Rm 30 • Lowell, MA 01852

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[www.lowellma.gov](http://www.lowellma.gov)

## REQUEST FOR MUNICIPAL LIEN CERTIFICATE

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

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

This request is in reference to:    Sale:                      Refinance:                      Other:

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

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

Parcel ID (Account # listed on Property Card): \_\_\_\_\_

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 ARE LEGAL DOCUMENTS AND WON'T BE FAXED.**

### Fee Schedule

Residential:

Condo	\$25.00
Single Family	\$25.00
Two Family	\$25.00
Three Family	\$25.00
Vacant Land	\$25.00
Four or More Units	\$100.00
Rooming & Boarding Houses	\$100.00
Residences, Halls, & Dorms	\$100.00
Rectories, Convents, & Monasteries	\$100.00

All Commercial, Industrial, & Mixed Use Properties                      \$150.00

Tax Exempt                      \$25.00

**PLEASE BE ADVISED: NO VERBAL TAX INFORMATION WILL BE GIVEN.**

**CHECK PAYMENTS SHOULD BE MADE TO THE CITY OF LOWELL. REQUESTS WON'T BE PROCESSED WITHOUT PAYMENT.**

**ALLOW THREE TO FIVE BUSINESS DAYS FOR PROCESSING. HOWEVER, PERIODS OF HEAVY VOLUME COULD DELAY PROCESSING UP TO, BUT NOT EXCEEDING, TEN BUSINESS DAYS.**

**REQUESTS ARE STRICTLY PROCESSED IN THE ORDER THEY ARE RECEIVED. THE CITY OF LOWELL DOES NOT, UNDER ANY CIRCUMSTANCES, PLACE RUSH ORDERS ON MUNICIPAL LIEN CERTIFICATES.**

**MUNICIPAL LIEN CERTIFICATES ONLY SHOW TOTAL BALANCES. FOR A BREAKDOWN OF THE CURRENT FISCAL YEAR QUARTERS AVAILABLE AT TIME OF REQUEST, AN ADDITIONAL \$2.00 PER PROPERTY IS REQUIRED FOR A PAYMENT HISTORY THAT WILL SHOW THIS INFORMATION, OR YOU MAY GO TO [WWW.LOWELLMA.GOV](http://WWW.LOWELLMA.GOV) TO VIEW THE INDIVIDUAL QUARTERLY BILLS THAT HAVE BEEN RELEASED.**