

Town of Dracut

The Commonwealth of Massachusetts

Application of Municipal Lien Certificate

(Please fill in all required fields)

Date of Request: _____

Name of Requestor: _____

Mailing Address: _____

Town/State/Zip: _____

Telephone #: _____ Email Address: _____

Name of Assessed Owners: _____

Property Location: _____

Map: _____ Block: _____ Lot: _____

Return by Mail: _____ Will Pick Up: _____ Scan a copy of MLC: _____

MLC Request for:

Sale Foreclosure Refinance

Other (Please Specify): _____

Signature of Applicant

One Lien Certificate must be ordered per Parcel. Map, Block and Lot Number can be obtained at the Assessor's Office. Please allow **10 business days** for processing and provide a **self-addressed stamped envelope** if the lien certificate is to be mailed.

Town of Dracut, 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. Vacant land less than one acre	\$ 25.00
4. Farm, forest land and all real property or act in relation thereto.	\$ 50.00
5. Four or more family residence	\$ 100.00
6. Commercial, industrial or public utility structure	\$ 150.00

B. When requesting an MLC from the Town of Dracut, please adhere to the following guidelines:

1. A written request needs to be submitted for each parcel and must include the following:
 - Map and parcel – this information can be obtained through the Assessor’s office = 978-453-2151
 - Parcel Address
 - Assessed owner
 - Date of request
 - Where or not a self-addressed stamped envelope is enclosed or if call or an email is required so that the completed MLC can be picked up
 - For sale, refinanced or other
2. Along with your written request, please include the following:
 - 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 Dracut**, with the appropriate dollar amount per the fee schedule listed above. Should you have any questions on the type of property, please contact the Assessor’s office at 978-453-2451
3. Mail the request, check and return envelope to: **Town of Dracut, Tax Collector Office 62 Arlington Street Suite 119, Dracut, MA 01826**
4. If this MLC is for a Sale, a final sewer and water reading is required prior to the closing. Contact the Sewer Department at 978-957-0371 for Sewer and Kenwood water. For Dracut Water Supply water readings please contact DWS at 978-957-0441.