

City of Northampton

Municipal Lien Certificate Requests

Requesting a Municipal Lien Certificate:

- Each request must have a **parcel number, property location, current owner** and whether it is a **sale, refinance, or other reason**.
- Please include a check for **\$50.00 per parcel** and provide a **self-addressed stamped envelope**. Parcel numbers can be obtained from the Assessor's Office 413-587-1200.

Click here for a sample MLC request form. You may make copies of it and use for your requests. There is also a link on the Treasurer/Collector page of the city website: www.northamptonma.gov

When Emailing for Information:

- Provide us with a parcel ID or a utility account number. The Assessor's Office (413-587-1200) can provide you with the parcel ID and the DPW (413-587-1570) can provide you with a utility account number.

Sending in Real Estate and Utility Payments:

- The final utility bill often DOES NOT include any outstanding bills. Please call our office (413-587-1293) to check the balance if you are unsure.
- To ensure proper payment application, **write the parcel number on the check**. If it is a utility bill, you can provide either the parcel ID or the utility account number. Addresses are not always easy for us to find-especially if it is a condo or just a parcel of land.

Advise New Property Owners:

- For a sale, please mail back the change of address form that we enclose with the MLC. We forward these to the Assessor's Office and the DPW to make sure they update owner information.
- Our real estate bills are mailed quarterly. They are due every **August 1st, November 1st, February 1st and May 1st**. It is essential for new property owners to contact the Treasurer/Collector's Office (413-587-1293) if they do not receive a bill. Failure to receive a bill does not affect the validity of the bill. Please keep in mind that it takes time for the new deed to reach the Assessor's Office from the Registry of Deeds and for the new owner's name to appear on the tax bill.

Thank you for following these guidelines.

It will ensure a streamlined process for all of us.