



PROPERTY RECORD CARD REQUEST FORM

City of Boston Assessing Department

FEE: \$5.00 per parcel payable by cash, check or money order made payable to the **City of Boston**. *This fee is waived if the requestor owns the property. A signature is required for an owner who seeks this waiver.

Please complete both of the following sections:

I. Requestor Information

NAME/COMPANY NAME: _____

CHECK ONE: _____ OWNER OF PROPERTY _____ OTHER

MAILING ADDRESS: _____

STATE: _____ ZIP CODE: _____ (DAYTIME) PHONE NUMBER: () _____ - _____

***Owner's signature:** _____

(required for waiver of fee, see above)

II. Property Information

Please provide the following information for each property record card you are requesting:

Ward & Parcel No.	Property Address (number, street and neighborhood)	Property Type (Residential, Commercial, Industrial, or Condominium)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Place additional requests on separate paper

Send completed form and payment to: Assessing Department
Property Record Card Request
Boston City Hall, Room 301
Boston, MA 02201

DO NOT WRITE IN THIS SPACE (FOR OFFICE USE ONLY)

Indicate METHOD OF PAYMENT: _____ CHECK _____ MONEY ORDER _____ CASH _____ Tracking #
MONEY ORDER/CHECK NUMBER: _____ AMOUNT: \$ _____

RECEIVED BY: _____ ASSIGNED TO: _____
DATE: ___/___/___ DATE PROCESSED: ___/___/___