



TOWN OF BILLERICA, MASSACHUSETTS

**POLICIES AND PROCEDURES WHEN REQUESTING
PRIOR YEAR'S TAX INFORMATION
(I.E., REAL ESTATE, EXCISE OR PERSONAL PROPERTY)**

The Town of Billerica does not take phone requests for prior year's tax information. All requests must be made either in person or writing. The fees for such information are listed below:

<u>Real estate tax statement:</u>	\$4.00 per calendar year
<u>Personal property statement:</u>	\$4.00 per calendar year
<u>Excise tax statement:</u>	\$0.50 per registration number

This policy has been established to reduce the cost of reproducing documentation which has already been provided to the taxpayer via their respective tax bills.

To avoid any fees, this information can be accessed via the Town's website www.town.billerica.ma.us, at no charge. Should you have an escrow account with a mortgage company, this information can be obtained through them.

In order to obtain tax information, all requests must include:

<u>For real estate:</u>	Name and address of owner of record
<u>For personal property:</u>	Name and address of owner of record as well as property ID
<u>For excise tax:</u>	Registration number and registered owner

If requesting this information in writing, please include a self-addressed stamped envelope with your request. ***We will not fax statements.*** All statements will be available to be picked up during normal business hours. Please note that per the Massachusetts Public Records Law we have 10 calendar days to respond to all requests.

For the taxpayer's convenience, a copy of a request form is attached or can be found on the Town's website.