



# Haverhill

License Commission, Room 118  
4 Summer Street, Haverhill, MA 01830  
Phone: 978-420-3623 Fax: 978-373-8490  
[License\\_comm@cityofhaverhill.com](mailto:License_comm@cityofhaverhill.com)

## Car Dealer License Renewal 2018

Class (Circle One):  MVI (New Cars)  MVII (Used Cars)  MVII (Auction Only)  
 MV Storage (Towing Storage)

Licensee Name: \_\_\_\_\_

d/b/a: \_\_\_\_\_ License # \_\_\_\_\_

Address: \_\_\_\_\_ Mailing (if different): \_\_\_\_\_

Manager: \_\_\_\_\_ Manager Cell Phone #: \_\_\_\_\_

Business Email: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Cost:  \$200 MVI/MVII  \$150 MV Storage Make checks payable to "City of Haverhill."

**FAILURE TO RENEW YOUR LICENSE BY DECEMBER 31 2017  
WILL RESULT IN LATE FINES AS FOLLOWS:  
RENEWAL IN JANUARY – LATE FEE \$50.00  
RENEWAL IN FEBRUARY – LATE FEE \$100.00  
RENEWAL IN MARCH OR LATER – LATE FEE \$150.00  
THESE FEES ARE IN ADDITION TO THE YEARLY LICENSE FEE**

Please submit this form, along with **the above** payment and required documents, either in person or by mail to: Haverhill City Clerk's Office, RM 118, 4 Summer Street, Haverhill, MA 01830.

### License Attestation

I hereby certify, under the pains and penalties of perjury, that I have to the best of my knowledge, information, and belief, filed all state tax returns and paid all state taxes, and paid all of the following to the City of Haverhill: all local taxes, all utilities, and all excise taxes.<sup>1</sup>

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Social Security #/Tax ID #**

### Attachments Required:

1. **COPY OF 2017 CAR DEALERS LICENSE.** *Requested from all Licensees.*
2. **COPY OF CURRENT OCCUPANCY CERTIFICATE.** If you do not have a copy, or your certificate has expired, please see Room 210. Does not apply to MVII Auction Only Licensees.
3. **LETTER OF GOOD STANDING WITH BOND COMPANY.** Copy of current bond with recent date, or letter of good standing from Bond Company. Required from MVII Licensees only.
4. **COPY OF CURRENT BUSINESS CERTIFICATE.** Required from any licensee who is not a corporation doing business in its own name. If your current certificate has expired, please bring \$60 to the clerk's office (Room 118) to renew.
5. **COPY OF LIABILITY INSURANCE POLICY.** Required from MV Storage Licensees only.
6. **COPY OF DPU STICKERS.** Required from MV Storage Licensees only.
7. **COPIES OF EACH VEHICLE REGISTRATION.** Required from MV Storage Licensees only.
8. **COPY OF 2017 LOG BOOKS.** MVII Auction Only Licenses only.
9. **COPY OF PHOTOGRAPH OF EXTERIOR OF BUSINESS.** Required for all Licensees

### Due Date & Mailing of Licenses

Renewals are **Due December 29th at 4pm to avoid Late Fees.** Licenses will be mailed out beginning December 29, 2017. ***If any outstanding taxes are due, your license will be held until paid.***

<sup>1</sup> Your social security number or Federal ID number may be furnished to the Massachusetts Department of Revenue (DOR) to determine whether you have met tax filing or tax payment obligations. Licensees failing to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Laws, Chapter 62C, and Section 49A.