



Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4115

**SECOND HAND (Class II) AUTO LICENSE
USED CAR DEALER'S LICENSE APPLICATION**

To buy and sell Second-Hand Motor Vehicles

Licenses Expire annually on December 31

Annual Fee - \$100

☐ **New Application**

Year: _____

Requires applicants' attendance at a City Council Protection and License Committee meeting and approval from the City Council.

☐ **Renewal Application**

Second Hand Licenses are valid from January through December and are required to be renewed annually. To avoid delays in processing your application, please do not leave any applicable sections blank. *All incomplete applications will be returned.*

✓ **Please refer to the check list below to ensure all steps are completed prior to submitting the original application to the City Clerk's Office:**

Page 1	Instructions and Business Contact Information
Page 2	Application
Page 3	State Tax Certification Form
Page 4	Signed acknowledgement of receipt of City Administrative Code Section §152-17
Pages 5-6	Inspection and approval from the following Departments: <ul style="list-style-type: none">○ Melrose Fire○ Melrose Police○ Inspectional Services○ Treasurer Collectors Office
Pages 7-8	Completed Worker's Compensation Insurance Affidavit, include a copy of Declarations page of Workers' Compensation Policy.
	Copy of your \$25,000 surety bond
	If you are filing as a corporation/partnership, you will need to provide a vote of the Board of Directors of the Corporation or Partnership appointing a manager.
	\$100 Application Fee payable by cash, credit card or check payable to the City of Melrose.

Business Name:	Tax ID Number:
Business Address:	Business Phone Number:
Applicant Name:	Cell Phone Number:



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To buy and sell Second-Hand Motor Vehicles

Licenses Expire annually on December 31

Annual Fee - \$100

A Second Hand (Class I & II) Motor Vehicle License is needed to buy, sell, exchange, or assemble second hand motor vehicles or parts thereof.

Business Name:		Tax ID Number:	
Business Address:		Business Phone Number:	
Owner's Name:		Owner's Cell Phone Number:	
Residential Address of Owner:		Number of Employees:	
Email Address of Owner (required):			
24-hour Emergency Contact Name:		Emergency Phone Number:	
Select Type of Business:	Individual Partnership Association DBA Corporation		



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STATE TAX CERTIFICATION FORM

Business Name:
Business Address:
DBA (if applicable):
Owner's Name:

By signing below, you are requesting to be granted a Class II Motor Vehicle License from the City of Melrose. Additionally, you swear and affirm that the contents of the document are truthful and accurate to the best of your knowledge and belief. You also hereby certify under the penalties of perjury that you have, to the best of your knowledge and belief, filed all state tax returns, paid all state taxes, paid all local taxes, paid all water, sewer, and solid waste disposal bills, paid all tax titles, paid all utilities, and paid all motor vehicle excise taxes to the City of Melrose required by law. You acknowledge that any false statements herein may result in the rejection of your application or the subsequent revocation of your license if issued.

Signature of Petitioner 1

Date of

Date of Birth

Signature

Signature of Petitioner 2

Date of
Signature

Date of Birth

***Your Social Security number or Federal Identification number will 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, Section 49A.*



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City of Melrose Administrative Code General Legislation

ACKNOWLEDGEMENT OF RECEIPT OF MELROSE ORDINANCES

§ 152-17 Dealers in secondhand vehicles.

[Amended 10-2-1989 by Ord. No. 90-13]

A. Licenses to buy and sell secondhand motor vehicles shall be granted to suitable persons by the City Council under the provisions of MGL c. 140, §§ 57 to 69.

B. All such licenses shall be expressed to be under the provisions of MGL c. 140 and acts in amendment thereof and in addition thereto and shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business.

C. The fees for such licenses shall be as follows:

- (1) For licenses of the first class: \$100.
- (2) For licenses of the second class: \$100.
- (3) For licenses of the third class: \$100.

By signing below, you are acknowledging that you have read the City of Melrose Charter and Administrative Charter Chapter 152 §17 pertaining to Dealers in secondhand vehicles and understand all that is required as a Secondhand Class II Motor Vehicle licensee.

Applicant Signature

Date



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**SECOND HAND AUTO LICENSE
USED CAR DEALER'S LICENSE APPLICATION
LICENSING PERIOD JANUARY 1 – DECEMBER 31**

Instructions for applicant:

Please complete the section below before obtaining approval from each of the City Departments listed on the back of this page. Departments will not review and approve if there are any fields left blank.

REPORT OF INVESTIGATION – RELATIVE TO APPLICATION FOR

Business Name: _____

Owner Name: _____ Owner DOB: _____

Business Address: _____

Please List Daily Hours of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Approved Total Number of Vehicles Allowed on Lot:



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Attention City Officials: Please review the information submitted by the applicant on the reverse side to ensure all fields are complete prior to researching your records and providing your signature.

MELROSE POLICE DEPARTMENT 781-665-1212		Date Signed: _____
<i>Melrose Police Signature</i>		<i>Melrose Police Name Printed</i>
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		

MELROSE FIRE DEPARTMENT 781-979-4405		Date Signed: _____	
<i>Melrose Fire Captain Signature</i>		<i>Melrose Fire Captain Name Printed</i>	
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Other	
Comments:			

INSPECTIONAL SERVICES DEPARTMENT 781-979-4135		Date Signed: _____
<i>Building Commissioner Signature</i>		<i>Building Commissioner Name Printed</i>
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		

TREASURER COLLECTORS' OFFICE Available in person during City Hall business hours		Date Signed: _____
<i>Treasurer Collector Signature</i>		<i>Treasurer Collector Name Printed</i>
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Other
Comments:		



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The Commonwealth of Massachusetts Department of Industrial Accidents Office of Investigations
600 Washington Street, Boston, MA 02111
Workers' Compensation Insurance Affidavit:
General Business Applicant Information

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone # _____

☐ **Attach a copy of the workers' compensation policy declaration page (showing the policy number and expirations date).**

Are you an employer? Check the appropriate box:

1. ☐ I am an employer with _____ employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity.
(No workers' comp. insurance required)
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. (No workers' comp. insurance required)**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. (No workers' comp. insurance req.)

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their worker's compensation policy information.

** If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. #: _____ Expiration Date _____

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,5000.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury, that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____



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INFORMATION AND INSTRUCTIONS

Massachusetts General Laws chapter 152 requires all employers to provide workers' compensation for their employees. Pursuant to this statute, and *employee* is defined as "...every person in the service of another under any contract of hire, express or implied, oral or written."

An employer is defined as "an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However, the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer."

MGL chapter 152, §25C(6) also states that **"every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required."**

Additionally, MGL chapter 152, §25C(7) states "Neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority."

Applicants

Please fill out the workers' compensation affidavit completely, by checking the boxes that apply to your situation and, if necessary, supply your insurance company's name, address, and phone number along with a certificate of insurance.

Limited Liability Companies (LLC) or Limited Liability Partnerships (LLP) with no employees other than the members or partners, are not required to carry workers' compensation insurance. If an LLC or LLP does have employees, a policy is required. Be advised that this affidavit may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage.

Sign and date the affidavit

The affidavit should be returned to the city or town that the application for the permit or license is being requested, not the Department of Industrial Accidents. Should you have any questions regarding the law of if you are required to obtain a workers' compensation policy, please call the Department at the number listed below. Self-insured companies should enter their self- insurance license number on the appropriate line.

City or Town Officials

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigation has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. In addition, an applicant that must submit multiple permit/license applications in any given year, need only submit one affidavit indicating current policy information (if necessary). A copy of the affidavit that has been officially stamped or marked by the city or town may be provided to the applicant as proof that a valid affidavit is on file for future permits or licenses. A new affidavit must be filled out each year. Where a homeowner or citizen is obtaining a license or permit not related to any business or commercial venture (i.e. a dog license or permit to burn leaves etc.) said person is NOT required to complete this affidavit.

The Office of Investigation would like to thank you in advance for your cooperation and should you have any questions please do not hesitate to give us a call. The Department's address, telephone and fax number:

Tel. # 617-0727-4900 ext. 406 or 1-877-
MASSAFE Fax # 617-727-7749

The Commonwealth of Massachusetts
Department of Industrial Accidents Office of Investigations
600 Washington Street, Boston, MA 02111
www.mass.gov/dia