

OBTAINING A RESIDENT CARD

- 1- **If you rent:** please provide us with either: 1.) A notarized letter from the landlord that states the address, the names and dates of birth of all adults & children living at the property; letter must also include Landlord's contact phone number and address **OR** 2.) A copy of the lease that lists all of the adults & children living at the property. (*be advised the Town of Milford has a Maximum Occupancy Bylaw). **ALL OWNERS OF RENTAL PROPERTIES IN THE TOWN OF MILFORD MUST BE IN COMPLIANCE WITH THE TOWN OF MILFORD'S MAXIMUM OCCUPANCY BY-LAW. IF YOU ARE NOT IN COMPLIANCE, A RESIDENCY CARD WILL NOT BE ISSUED. BOARD OF HEALTH WILL CERTIFY COMPLIANCE.**
- 2- **If you own the home:** please provide us with either 1.) A "field card" from the Assessor's Office that lists the owners of the home **OR** 2.) a copy of your purchase and sales agreement (*be advised the Town of Milford has an Occupancy Bylaw)
- 3- There is a **\$5.00** fee for Proof of Residency.
- 4- There is a **\$10.00 fee** for a birth certificate (if needed).
- 5- We accept cash, personal checks & money orders payable to the Town of Milford. Debit or credit cards are also accepted (with a fee).
- 6- We will give you a form to list all residents in the household, and their dates of birth-we input this list into the computer and process the resident card when proper evidence is given (*you are required to notify this office and the school of any address changes). This process would apply every time you move within Milford.
- 7- Please provide photo identification with this form.

Any other questions, you can call the office at (508) 634-2307.

Town of Milford Occupancy By-Law (Article 37) *sections that apply to this form*

SECTION 1. Definitions.

As used in this Article, the following terms shall have meanings indicated:

PERSON- The owner of any building and the owner's agent and employees and includes an individual, partnership, corporation, trust or association.

TENANT – Tenants, lessee, holder of a lease and any licensee or invitee of such tenant, and includes an individual, partnership, corporation, trust or association.

SECTION 2. Certificate of Registration Required; Posting.

No person shall rent or lease, offer to rent or lease, or make or have available for rent or lease any building or any portion of a building to be used for human habitation without first registering with the Board of Health, which shall determine the number of persons such building or portion of a building may lawfully accommodate under the provisions of the Massachusetts State Sanitary Code and applicable Board of Health Regulations, and without first also conspicuously posting within such building or portion of a building a Certificate of Registration provided by the Board of Health specifying the number of persons such building or portion of a building may lawfully accommodate. This provision shall not apply to units or portions of buildings which are occupied by the record owner.

SECTION 3. Number of Persons Restricted.

No tenant shall lease, rent, or occupy any building or any portion of a building subject to the provisions of this chapter if, at the time of such lease, rental or occupancy, the number of persons occupying such building or portion of a building exceeds the number of persons authorized to occupy such building or portion of a building by a certificate of registration, if issued and posted, the number of persons that may be lawfully accommodated as determined by the Board of Health under the Massachusetts State Sanitary Code

SECTION 6. Penalty.

Any person or tenant violating any provision of this chapter shall be punished by a fine of not more than three hundred dollars (\$300.00). Each day's violation constitutes a separate offense.