

	Documents required for Class II License Application (New or Transfer)
Commonwealth of Massachusetts Form	Application for a License to Buy, Sell, Exchange or Assemble Second Hand Motor Vehicles or Parts therefore. Access the printable form
Copy of \$25,000 Bond	Copy of current Secondhand motor vehicle bond; the municipal licensing authority to be listed as: Town of Stoneham, 35 Central Street, Stoneham, MA 02180
Town of Stoneham Application	Required
Plan	On 8 1/2" x 11" or 8 1/2" by 14" paper. Plan of the property; needs to include location and show spaces for both cars for sale and customer parking.
Evidence of Good Standing from Secretary of State	Provide evidence from the Secretary of State's website
Corporate Vote or Clerk's Certificate authorizing the submission of this application	Required if applicant is a corporation
Lease Agreement	If the property is owned by someone other than the applicant
P & S Agreement	If applicable.
Check payable: Town of Stoneham	Annual license fee and filing fee if a new license. If a transfer the only the filing fee
Hearing Notice	Selectmen's Office prepares notice; will forward to applicant to mail abutter notification
Abutter Notification	Applicant completes certified mailings using list applicant obtains from Assessors. Applicant must submit certified receipts to the Selectmen's Office
Business Certificate	If doing business under (dab) another name than your own (Town Clerk's Office)
Workers Compensation Affidavit and a copy of the Certificate of Workers' Comp policy	Affidavit needed and a copy of Workers Comp Insurance Certificate with period covered and policy number. Affidavit and Workers Comp Insurance Certificate needed prior to issuance of license.