



REQUEST FOR LEGAL NOTICE

Payment is required at the time of the legal notice being received by the city and before it is published in the newspaper. An email will be sent to you with the cost. **Payment by credit card is preferred.**

Prepaid cost required to run the ad: \$540. \$270 per day x two (2) days = \$540

*****Important:** Average legal notice costs are estimated; customers paying by check will be refunded if the legal ad is less than the deposit amount.

If paying by check, please make checks payable to **THE SALEM NEWS** and mail to:

City of Salem
Dept. Of Planning and Community Development
Co: ZBA
98 Washington St
2nd Floor
Salem, MA 01970

Please choose and check one of the boxes for payment option:

- Check # _____ (attach check)
- Credit Card – Must call Salem News legal notice clerk at 978-675-2710

If payment is not received, the legal notice may be cancelled.

I understand that by signing this form, I am agreeing to the cost of the legal notice to be published in the newspaper.

Signed Applicant/Authorized Agent

Print Name: _____

Address: _____

Email: _____

Phone: _____

Date: _____