



Selling Your Home?

What you need to know!

Selling your home can be a stressful experience. Below is a checklist of items the Township requires to be completed prior to sale which, if you plan ahead, can make the process a little easier to handle. All items below must be addressed to have a successful closing. **Please also check with Hampton Township Municipal Authority (water department) for their own requirements for sales - (412) 486-4867; <http://www.hamptonwater.com/docs/229.pdf>**

Municipal No-Lien Letter ⇒ \$25 fee

Usually requested by the closing company. This is to verify there are no un-filed municipal liens on the property. ***For sales/transfers, this will not be released until all other requirements below are met.*** Sellers forwarding address is required for this form, so please make your closing company aware. A Municipal No-Lien Letter is required in all cases of refinances, sales, transfers, home equities, etc.

Tax Certification ⇒ \$10 a year

Most closing companies require a three year tax certification. The closing company has discretion to use the receipts the property owner provides or request a tax certification letter from the Township.

Zoning/Land Use Permit ⇒ \$25

This permit provides the buyer with the correct zoning designation for the property. Prior to the sale (☆Township requires seven (7) business days to process the paperwork) the seller must schedule a zoning inspection with Hampton Township's Zoning Department at (412)486-0400 x.304. The buyer will need to complete and sign the actual Zoning/Land Use Permit Application.

Dye Test Certification ⇒ \$40 plus cost of dye test

If the property is sewerred, prior to the sale(☆Township requires ten (10) business days) the property must be dye tested to verify that downspouts and rain leaders are not connected to the sanitary sewer system. The Township has contracted with multiple plumbers to perform this service. The application, instructions and approved plumbers list can be picked up at the Township or downloaded online at: www.hampton-pa.org (go to the "Living Here" hyperlink, then choose "Dye Testing"). If your house is septic, please make your closing company aware. No dye tests are needed for septic systems.

**If your home is sewerred by McCandless Water Authority or Deer Creek Drainage Basin Authority, you must contact that water company to schedule a dye test with them* (if this is the case, no dye test fees are required by Hampton). Contact McCandless (412)366-3420 or Deer Creek (724)265-5315 respectively for their instructions and fees.

Overview

Sellers Responsibilities

- Dye Test - pick a plumber, fill out the application, return application to the township, wait to get packet from township, schedule the dye test.
- Schedule a Zoning Inspection.
- Provide Closing Company with your forwarding address.
- Check with Hampton Township Municipal Authority (water department) for their requirements.

Buyers Responsibilities

- Complete/Sign the Zoning/Land Use Permit Application.
- Complete/Sign the Earned Income Tax Questionnaire.

Lien Letter and Tax Certification usually ordered by the closing company.

If there are any questions please contact the Hampton Township Tax Office at (412) 486-0400 .x363