

SELLING A HOME IN CHURCHILL BOROUGH

ITEMS REQUIRED FOR THE SALE OF A HOME:

Occupancy Inspection

- COMPLETE AND SUBMIT THE INSPECTION APPLICATION WITH THE APPROPRIATE FEES ONCE A BUYER IS SECURED
- THE INSPECTOR WILL REACH OUT WITHIN 5-7 BUSINESS DAYS OF RECEIPT OF APPLICATION AND FEES TO SCHEDULE FIRST INSPECTION
- NO INSPECTIONS WILL BE SCHEDULED WITHOUT AN APPLICATION AND PAYMENT

Dye Test

- HAVE A CERTIFIED PLUMBER COMPLETE DYE TEST AND ASSOCIATED FORM
- SUBMIT COMPLETED FORM WITH \$25 FEE
- NOT NEEDED IF LAST DYE TEST WAS COMPLETED WITHIN 2 YEARS OF THE CLOSING DATE

Tax Certification and Lien Letters

- FOR BOROUGH TAXES, YEAR 2021 IS AVAILABLE THROUGH KEYSTONE COLLECTIONS GROUP (724-978-0300)
- FOR BOROUGH AND SCHOOL TAXES YEARS 2020 AND PRIOR AND ALL MUNICIPAL LIEN LETTER, SUBMIT APPLICATION WITH APPROPRIATE FEE(S)
- LIEN LETTERS WILL NOT BE RELEASED UNTIL OCCUPANCY INSPECTION AND DYE TESTS ARE COMPLETED AND FILED



ALL FORMS CAN BE FOUND ONLINE AT WWW.CHURCHILLBOROUGH.COM