

Selling Your Home? What you need to know!

Please check with your realtor before ordering any of the items on the list.

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 listed below must be addressed to have a successful closing. Some of the information under the water/sewer billing and earned income tax portion also pertains to tenants of rental properties and should be reviewed by both landlords and renters.

No-Lien Letter – Shaler Township - \$25.00 fee – 412-486-9700

You will need a letter from the Shaler Township Office to verify there are no un-filed municipal liens on the property. This is provided upon request and receipt of the fee from the closing agent.

No-Lien Letter - Hampton Shaler Water Authority - \$25.00 fee – 412-486-4867

You will need a letter from the Hampton Shaler Water Authority (HSWA) to verify there are no un-filed water liens on the property. This is provided upon request and receipt of the fee from the closing agent. **HSWA Website: www.hswa-pa.org**

Zoning Compliance Letter – \$25.00 fee

This letter provides the *buyer* with the correct zoning designation for the property.

Property Tax Certification - \$25.00 fee – Erin Bartkins – 412-486-9700, ext. 224

For a sale/refinance of a property, the seller/owner must provide the closing company with three (3) years of Township and School District Real Estate Property Tax receipts. The closing company has discretion to use the receipts the property owner provides, or request a tax certification letter from the Shaler Township Treasurer's Office. For questions, contact Erin Bartkins, Township Treasurer at 412-486-9700 Ext. 224.

Dye Test Certificate – Shaler Township - \$25.00 plus cost of dye test*

Prior to sale, your home must be dye tested to verify that downspouts and rain leaders are not connected to the sanitary sewer system. The Township has contracted with three plumbers to perform this service:

*Dye Test Applications may be found online at www.shaler.org under Building & Zoning.

(You are free to contract with your own **Registered Plumber.**)

We appreciate your cooperation by planning in advance and requesting dye tests at least 14 days before the scheduled closing on your home. The application and advance payment must be made by contacting the plumbing service directly.

When testing is completed and the property **passes inspection**, the plumber will notify the Township of the results and the Township prepares a Document of Certification for closing purposes. **The cost of the certificate is \$25.00** and can be paid to the Township by the real estate agent, seller or closing company. Dye test results are valid for THREE (3) YEARS after the date of testing.

If the property should **fail inspection**, the plumber will notify the Township and the owner of the property. The owner can make arrangements with whomever he wishes to make the necessary repairs. However, they must notify the Township Building Inspector at least 24 hours prior to repairs being initiated so that an inspection can be performed while the work is being completed. The Township urges all homeowners to get bids before authorizing any repair work.

If you have any questions, please call the Building & Zoning Department at 412-486-9700, extension 221 or 222.

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Hampton Shaler Water Authority (HSWA) – 412-486-4867

Residential Backflow Preventer Certification - \$10.00 fee

At least two weeks prior to closing the seller shall contact the Authority and schedule an appointment for an Authority serviceman to visit the premise and verify if the premise has an approved backflow preventer. If the premise does not have an approved backflow preventer (dual check valve and thermal expansion tank), you will be immediately notified and informed to contact a registered master plumber for installation. The Allegheny County Plumbing Department requires an expansion tank be installed with the backflow preventer.

Hampton Shaler Water Authority – Water & Sewage Billing – 412-486-4867

Don't Forget to Schedule Your Final Reading!

Sellers and tenants of rental units, before you move, please call the HSWA at 412-486-4867 to schedule a final reading for your water/sewer bill. You should forward a copy of that document to your closing company so that any funds which may have been placed in escrow for the closing can be refunded to you. The seller is responsible for any unpaid balance on the water/sewer bill should the amount placed in escrow be insufficient to cover the final bill.

If the property is vacant due to sheriff sale, bankruptcy or any other reason, please notify the HSWA so the water service can be shut off to prevent damage in case of broken or leaking pipes.

HSWA Website: www.hswa-pa.org

Keystone Collections Group - Earned Income Tax

www.keystonecollects.com or 724-978-0300

Buyers are asked to register with the Keystone Collections Group for earned income tax upon moving into new property.

Tenants of rental properties must also register for and pay the 1% Earned Income Tax to the Township of Shaler. Landlords should contact the Keystone Collections Groups to report when a new tenant signs a lease for rental property.

Rubbish and Recycling Service

Current provider is Republic Services at 1-800-464-2120.

Please remember to tell the buyer of your property that subscribing to the Township's carrier for rubbish and recycling service is mandatory and enforced under Chapter 187, Article VII Section 35. Lastly, your recycling cart should remain with the property.