

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 A COMPLETED APPLICATION AND \$75 PAYMENT TO THE BOROUGH

Lateral CCTV Inspection

- Must be done by a NASSCO Certified Plumber
- Submit completed form with \$40.00 fee to the borough

Dye Test

- HAVE A CERTIFIED PLUMBER COMPLETE DYE TEST AND ASSOCIATED FORM
- SUBMIT COMPLETED FORM WITH \$60 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 \$60 FEE TO THE BOROUGH
- LIEN LETTERS WILL NOT BE RELEASED UNTIL OCCUPANCY INSPECTION AND DYE TESTS ARE COMPLETED AND FILED

