

A GUIDE TO SELLING YOUR HOME IN HAMPTON TOWNSHIP



Selling your home can be a stressful experience. Below is a checklist of items that the Township requires to be completed prior to sale, which if you plan ahead, can make the process easier to handle. The forms needed to complete these requirements can be obtained in the Hampton Township Municipal Building OR by clicking the link at the end of each section. All items **MUST** be addressed to have a successful closing. **Please also check with Hampton Shaler Water Authority for their requirements at (412) 486-4867.** Lastly, the Township stresses that you do not wait to begin addressing the following items. Any failure to complete the requirements listed below may impact your ability to proceed with the closing.

1. Dye Test Certification → \$40 plus cost of dye test

A dye test is a check that is performed to verify that the downspouts and rainleaders on your home are not connected to the sanitary sewer system as well as confirmation that all internal sewer devices are properly connected. Depending on where your home is located in the Township, you could be serviced by either Hampton Township Department of Environmental Services, Deer Creek Basin Authority, McCandless Township Sanitary Authority, Shaler Sanitary Authority, or have an independent septic system. A good way to determine which entity services your home is to check your sewer bill or contact Hampton Shaler Water Authority at (412) 486-4867.

If your home is sewered by McCandless or Deer Creek you must contact that sewer company to schedule a dye test with them. If this is the case, no dye test fees are required by Hampton. (Contact numbers have been provided at the end of this section). If your house has a septic system, please make your closing company aware. No dye tests are needed for septic systems.

If the property is serviced by the Hampton Twp. Department of Environmental Services, prior to the sale (Township requires at least ten (10) business days) the property must be dye tested. The Township will provide a list of approved plumbers to perform this service. The link to the application, instructions and list of approved plumbers is included at the end of this section or can be downloaded online at www.hampton-pa.org (Click on *Living Here* and choose *Dye Testing*). Please fill out the application, pick a plumber and return the application to the Township with the \$40 fee. The Township will prepare a dye test packet and call you when it's ready. Once you pick up the dye test packet you can schedule the dye test with your

designated plumber. The plumber will fill out the packet, which then must be returned to the Township. For questions regarding dye tests please contact Jim Degnan with the Department of Environmental Services at (412) 486-0400 x 312.

- McCandless Twp. Sanitary Authority: (412) 366-3420
- Deer Creek Basin Authority: (724) 265-5315
- Shaler Township: (412)486-9700

[Click here for the dye test application & list of approved plumbers](#)

2. Zoning/Land Use Permit & Zoning Inspection → \$25

This permit provides the buyer with the correct zoning designation for the property. The application and \$25 fee must be submitted to the Township before the Zoning Inspection can be performed. Prior to the closing (Township requires **at least** seven (7) business days) the seller or agent for the seller must schedule a Zoning Inspection with the Township Land Use Department at (412) 486-0400 x 304. During the Zoning Inspection a representative from the Township will check the property to make sure that the property is in compliance with the Township Zoning Ordinance and that no construction was done that was not properly permitted.

[Click here for the Zoning/Land Use Permit Application](#)

3. Tax Certification → \$10 a year

Most closing companies require a three (3) 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. The closing company will complete this requirement. Contact the Lien Letters Agent in the Township Tax Office for more information.

4. Municipal No-Lien Letter → \$25

Usually requested by the closing company. This is to verify there are no municipal liens on the property. **For sales or transfers this will not be released until all other requirements listed above are met.** The seller's 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.

5. Keep In Contact With Your Agent & Closing Company

Before you begin completing the steps listed above, it's a good idea to contact your real estate agent and closing company to verify what you need to do and if they will be completing any of the above requirements. The Lien Letter and Tax Certification are usually ordered by the closing company which can be verified when you contact them to provide your forwarding address. Some real estate agents will handle all of the above requirements, however every agent has their own protocol and should be able to help you determine exactly what you need to do.

6. Buyer's Responsibilities

The above steps are required to be completed by the seller, however, the buyer must complete the Earned Income Tax Questionnaire and return it to the Township.

[Click here for the Earned Income Tax Questionnaire](#)

Please be aware that this information is meant to serve as a general guide to help make the process of selling your home easier. Final approval by the Township is required before the closing can proceed. The Township may have additional requirements depending on the individual characteristics of your property.

For additional questions please contact the Township Municipal Building at (412) 486-0400