Selling a house in Medford, MA

Certificate and inspection checklist. Office, fee, phone and lead time for each item.

Town: Medford **Closing date:** _____ **Attorney:** _____

ITEM AND WHEN	OFFICE AND PHONE	FEE	HOW TO ORDER	TYPICAL TIME
☐ **Municipal lien certificate** **Order when the P&S is signed**	Collector/Treasurer, City Hall Room 108, 85 G.P. Hassett Dr	$25 residential; $100 four-family+; $150 commercial	Mail or deliver address, Assessors map/parcel ID, fee and a stamped return envelope; 781-393-2550	10 days, excluding Saturdays, Sundays and holidays (c.60 s.23)
☐ **Smoke and CO certificate** **Book first. Valid 60 days**	Fire Prevention, 120 Main St	Not published (state cap $50 single-family, $100 two-family)	Not published; call 781-396-9831, Mon to Fri 8:30 to 4:30	Not published
☐ **Final water and sewer reading** **Request once closing date is firm**	Water Department	$25 on top of the bill	Call 781-393-2513 or email water@medford-ma.gov	Not published; call as soon as you have a date
☐ **Title 5 septic inspection** **Before listing, if not on sewer**	Health Department (Inspectional Services & Environmental Health)	Septic homes only	Lists Title 5 as a service; page	Not published
☐ **Lead paint notice (built before 1978)** **Give buyer before the P&S**	You, to the buyer	None	State notification form	Buyer then has a 10-day right to inspect for lead

State rules every seller should know

Lien certificate: the collector must issue it within 10 days of your written application, excluding Saturdays, Sundays and holidays (MGL c.60 s.23).

Smoke/CO certificate: expires 60 days after issue, so do not book it more than 60 days before closing (state form FP-007C, MGL c.148 s.26F).

Title 5: inspect at or within 2 years before transfer (3 years with yearly pumping records); bad weather allows up to 6 months after, with written notice to the buyer (310 CMR 15.301).

Lead: the buyer gets a 10-day period, unless both agree otherwise in writing, to inspect for lead paint before being bound (40 CFR 745.110).

Dates and notes

Checked 2026-11-06. Fees and times are the town's published figures; sources are on homeoptionsma.com/selling-certificates/medford/. Not legal advice: ask your closing attorney how this fits your sale.