Selling a house in Melrose, MA

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

Town: Melrose **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**	Treasurer/Collector, City Hall, 562 Main St	$25 residential, including 2 and 3 family; $150 commercial	Paper form or online request; cash, money order or check to City of Melrose	10 days, excluding Saturdays, Sundays and holidays (c.60 s.23)
☐ **Smoke and CO certificate** **Book first. Valid 60 days**	Fire Department	$50 single-family, $100 two-family	Call 781-979-4405; city page	Mon, Wed, Fri 10 am to noon; up to about a month out
☐ **Final water and sewer reading** **Request once closing date is firm**	Water Department	$25 meter read fee, added to the final water bill	Email the Water Department; procedure; 781-979-4175	The city tries for at least 7 days before closing
☐ **Title 5 septic inspection** **Before listing, if not on sewer**	Not published	Septic homes only	Not published; City Hall main line 781-979-4500	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/melrose/. Not legal advice: ask your closing attorney how this fits your sale.