Selling a house in Reading, MA

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

Town: Reading **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's Office, Town Hall, 16 Lowell Street	$50 for 1 to 3 family or open land; $100 for 4 family; $150 commercial	Letter with a stamped return envelope; 781-942-9023	10 days, excluding Saturdays, Sundays and holidays (c.60 s.23)
☐ **Smoke and CO certificate** **Book first. Valid 60 days**	Fire Department, Fire Prevention	$50 single family; $100 two units; $150 for 3 to 6 units; $50 re-inspection	Online system, apply and pay; Fire Prevention 781-942-6733; re-inspection 781-944-3132	Not published
☐ **Final water and sewer reading** **Request once closing date is firm**	Water billing (Finance)	Not published	Online request form; 781-942-6623	Request within 14 days of closing; read 2 business days before
☐ **Title 5 septic inspection** **Before listing, if not on sewer**	Public Health Department, Town Hall	Septic homes only	Septic page; 781-942-9061	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/reading/. Not legal advice: ask your closing attorney how this fits your sale.