# Selling a house in Saugus, MA

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

**Town: Saugus** **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, 298 Central St, Suite 5 | $50 for 1 to 3 family; $100 for 4+ family; $150 commercial | Request form by mail with a stamped return envelope | 10 days, excluding Saturdays, Sundays and holidays (c.60 s.23) |
| ☐ **Smoke and CO certificate** Book first. Valid 60 days | Fire Department | $50 per unit; re-inspection $50 per unit (fee list) | Application; payment by check only, payable to Town of Saugus | Lead time not published; certificate good 60 days |
| ☐ **Final water and sewer reading** Request once closing date is firm | Water Department / Utility Billing | Not published; see the rate schedule | Phone only: 781-231-4139 | Thursdays; book 2 weeks ahead; good 30 days |
| ☐ **Title 5 septic inspection** Before listing, if not on sewer | Inspectional Services / Board of Health | Septic homes only | Not published; Town Hall 781-231-4101 | 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/saugus/. Not legal advice: ask your closing attorney how this fits your sale.