# Selling a house in Winchester, MA

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

**Town: Winchester** **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** | Tax Collector, 71 Mt. Vernon St | $60 residential; $105 commercial | Mail the owner's name and property address with payment, plus a stamped envelope; Treasurer 781-721-7123 | 10 days, excluding Saturdays, Sundays and holidays (c.60 s.23) |
| ☐ **Smoke and CO certificate** **Book first. Valid 60 days** | Fire Prevention Division | Not published ("set by the Town"); call 781-729-1802 | Call the non-emergency line once the closing date is firm | Certificate valid 60 days; aim for a couple of weeks out |
| ☐ **Final water and sewer reading** **Request once closing date is firm** | Water and Sewer Department, 71 Mt. Vernon St | Not published | Not published; call 781-721-7100, 8 am to 4 pm | Not published |
| ☐ **Title 5 septic inspection** **Before listing, if not on sewer** | Not published | Septic homes only | Not published; ask your attorney or Town Hall | 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/winchester/. Not legal advice: ask your closing attorney how this fits your sale.