

**ERIE COUNTY DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH SERVICES**

INSTRUCTIONS FOR PROPERTY TRANSFER CERTIFICATION

Article IV Section 12 of the *Erie County Sanitary Code* requires that a Property Transfer Certification be issued by the Erie County Department of Health (ECDOH) prior to any transfer of title involving a property serviced by an onsite wastewater treatment (septic) system and/or an individual water supply (private well). Attached is an ***“Application for a Property Transfer Certification”*** which must be submitted to the Erie County Department of Health before the formal transfer of title takes place. Please note it may take up to 45 days to complete the property transfer inspection process. Property Transfer Certifications, once issued, are valid for a period of six (6) months.

Please be advised that proper inspection of an onsite wastewater treatment system requires that the ground surrounding the system be free of cover or debris in order to properly conduct the necessary testing. Therefore, once snow cover occurs the ECDOH will suspend dye tests for the winter months. Dye tests will resume when temperatures are above freezing and snow cover is absent.

For the property transfer inspection a responsible person, over 18 years of age, must be at the residence. Property transfer inspections typically take 3 days and you can expect our staff to be at your residence for approximately 1 ½ hours on each day. Access to the interior of the home is necessary for our staff to perform a plumbing inspection and to introduce dye into the system.

To test the onsite wastewater treatment system, yellow-green tracing dye is introduced into the system. Prior to the ECDOH inspection, please assure that all wastewater lines (including laundry and utility sink discharges) are connected to the sewage disposal system. The area of the sewage disposal system must be free of tall grass, weeds and debris or other cover. Do not pump the septic tank prior to the ECDOH inspection. A system is in failure if sewage/dye is exposed to the atmosphere or on the ground surface.

For the private water supply portion of the property transfer, the structure and location of the water supply is inspected and the water is tested for bacteriological quality. Please note, if there is an existing disinfection system (i.e.: chlorination or an ultra-violet light unit) it must be operating at the time of inspection.

If your home is served by an excavated (dug) well you will be required to either install a filtration and disinfection system or abandon the well and install a new drilled well prior to issuance of a property transfer certification.

If the anticipated closing date of the property transfer is scheduled before an inspection can be performed, the home has been vacant for longer than 90 days, the home is vacant and has an unmetered water supply, or if additional time is needed for corrections to the existing onsite wastewater treatment system or water supply, a ***“Waiver of Property Transfer Certification”*** will be required to close on the property. The ***“Waiver of Property Transfer Certification”*** application must be completed by the purchaser and submitted with a \$1,000.00 check or money order made payable to the Erie County Commissioner of Finance. By applying for a waiver, the purchaser agrees to allow for an inspection of the sewage disposal and/or water systems and to assure that all necessary corrections will be made.

Once the property transfer inspection has been completed we will E-mail all parties that have provided E-mail addresses on the application a copy of the outcome paperwork. We will not be mailing hardcopies or faxing copies of these documents. If you need a hardcopy of the paperwork you may request one by calling our office after the property transfer inspection is complete.

To determine the status of your Property Transfer Certification inspection, you may call our office at (716) 961-6800 and ask for the Sanitarian responsible for the town in which the property is located. Please be advised that ECDOH Sanitarians devote the majority of their workday to the field. Therefore, we encourage you to E-mail the sanitarian or leave voice mail messages and we will respond to your messages as quickly as possible.

APPLICATION FOR A PROPERTY TRANSFER CERTIFICATION

All information must be supplied

Address of Building _____

Town _____ Zip _____

Type of Building Residential Number of Bedrooms _____ Number of Occupants _____

Commercial Current building use _____

Is building vacant? yes no If yes, date of vacancy _____

Sewage Disposal System _____ Water System _____ Metered _____

Individual/Private Public Individual/Private Public Y N

Name of Seller _____ Phone: _____

Address of Seller _____

City, State, Zip _____ Email _____

Sellers Attorney _____ Phone: _____

Sellers Attorney's fax number _____ Attorney's E-mail: _____

Realtor _____ Phone: _____

Email: _____

Name of Buyer if known _____ Phone: _____

Email: _____

Buyers Attorney _____ Phone: _____

Buyers Attorney's fax number _____ Attorney's E-mail: _____

Fee Schedule: \$300.00 – Onsite Wastewater Treatment System (OWTS) – only
\$196.00 – Individual Water Supply – only
\$496.00 – Both OWTS and individual water
\$150.00 – Review of inspection completed by licensed professional

Enclosed is a check or money order, payable to the Erie County Commissioner of Finance for \$_____ in payment for the requested certification.

Date

Signature of Applicant

Anticipated Closing Date

The certificate will be e-mailed to all parties that have provided an E-mail. No copies will be mailed or faxed.

**Please note it may take up to 45 days to complete the property transfer inspection process.
Please contact this Department one week after application is submitted to schedule an appointment.**

PLEASE COMPLETE AND RETURN TO: Erie County Department of Health
503 Kensington Ave
Buffalo, New York 14214
P: (716) 961-6800; F: (716) 961-6880

ADDITIONAL WATER TESTING

For Private Wells

As part of the property transfer inspection your private well will be tested for bacteria (total coliform and *E. coli*). However, some lenders (like FHA) require your water be analyzed for other contaminants as well. The Erie County Department of Health is able to collect additional samples at the time of property transfer inspection. Your property transfer certification will not be contingent on the results of these samples*. The samples will be delivered to the Erie County Public Health Laboratory for analysis. Cost for the analysis of these samples will be billed directly to you by the Erie County Public Health Laboratory.

Please check next to the additional samples that you would like collected from your water supply**.

_____ Lead \$20.00

_____ Nitrate \$25.00

_____ Nitrite \$25.00

The results will be mailed to you by the Erie County Public Health Laboratory once payment is received.

If you are submitting payment, please include a separate check for the total of the items to be analyzed. The check must be made out to the Erie County Public Health Laboratory.

Billing Information:

Name

Address

Town

Zip

Phone number

Email

*Note: The Erie County Department of Health will not be receiving a copy of these results. If you have any questions in regards to your results you may contact us at 716-961-6800 or visit our website at www.erie.gov

** It may take up to 2 weeks to receive results from the Erie County Public Health Laboratory.