

**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 inspection 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 Department of Health. 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.

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 leave voice mail messages and we will respond to your calls as quickly as possible.

**APPLICATION FOR A PROPERTY TRANSFER CERTIFICATION**

All information must be supplied unless noted as (optional)

Address of Building \_\_\_\_\_ Town \_\_\_\_\_

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(optional): \_\_\_\_\_

Sellers Attorney \_\_\_\_\_ Phone: \_\_\_\_\_

Sellers Attorney's fax number \_\_\_\_\_ Attorney's E-mail (optional): \_\_\_\_\_

Realtor (optional) \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Realtor (optional) \_\_\_\_\_

City, State, Zip(optional): \_\_\_\_\_ Email(optional): \_\_\_\_\_

Name of Buyer if known \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Buyer \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email(optional): \_\_\_\_\_

Buyers Attorney \_\_\_\_\_ Phone: \_\_\_\_\_

Buyers Attorney's fax number \_\_\_\_\_ Attorney's E-mail:(optional) \_\_\_\_\_

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 – Inspection done 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 faxed to the seller's attorney unless a stamped, self-addressed envelope to the desired recipient is attached to this application.**

**Please note it may take up to 45 days to complete the property transfer inspection process**

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 \$10.71

\_\_\_\_\_ Nitrate \$16.07

\_\_\_\_\_ Nitrite \$10.71

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

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](http://www.erie.gov)

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