

Basic Closing Requirements and Information Per Town/City

City/Town	Web Site	Assessor's Name	Assessor's Phone	Some Requirements to close, please verify with each municipality	Building Inspector	Phone	Updated
ERIE COUNTY	www.erie.gov		716-858-8333				
Akron Village	www.erie.gov/akron		716-542-9636	Sewer inspection, Tax Certificate & receipt	Michael Borth	716-542-9636 x204	10/21/2022
Alden Town	www.alden.erie.gov	William Sivecz	716-937-6969 x7	Call for requirements-no special requirements	Scott Pease	716-937-6969 x4	5/28/2024
Alden Village	www.alden.erie.gov	William Sivecz	716-937-6969 x7	Plumbing Inspection required, tax certificate & receipt	Joseph Czechowski	716- 937-9216 x21	10/21/2022
Amherst	www.amherst.ny.us	Emily Murphy	716-631-7038	Applications and payment must be filed in the Town Clerks office located at 5583 Main St Williamsville NY 14221 prior to scheduling an inspection with the engineering dept	Engineering Dept	716-631-7154	5/28/2024
Angola - Village	www.villageofangola.org		716-549-5752	No requirements	Phil Tremblay	716-549-1126	11/16/2022
Aurora	www.townofaurora.com	Roger Pigeon, until 1/1/23	716-652-7591	No Closing requirements	Elizabeth Cassidy	716-652-7591	11/16/2022
Blasdell, Village	www.blasdell.org	Milt Bradshaw	716-822-1921	No closing requirements	Open		11/16/2022
Boston	www.townofboston.com	Sue Fitzner	716-941-6113 x12		William Ferguson	716-941-6113 x11	
Brant	www.brantny.com	Joseph DeCarlo	716-549-4423 ext. 5 Joanna McDougal, Assessor Clark 716-549-4423	No closing requirements	Gary Becker	716-780-7042 Office; 716-870-8330 & 716-302-7241 Cells Office Hours are M,T, F 9:00-2:00	11/16/2022
Buffalo		Sue Fitzner	716-941-6113 ext.4	No closing requirements	Thomas Murphy	716-941-6113 ext.111, cell-716-545-8827	11/16/2022
Cheektowaga	www.tocny.org	Jeneen McSkinning	716-686-3563	Garbage & recycling totes, smoke detectors in every level w/bdrms & w/in 15' of every sleeping area, den & LR including basements. All properties in Town of Cheektowaga Consolidated Sewer District must be inspected and required to be in compliance before they can be sold. Under the Time of Sale Law, a property must be inspected to ensure that no I&I issues are present. If problems are found, the corrective work must be completed and an inspection called for at least 15 days prior to the date of sale to allow for final inspection. Upon completion of a successful Time of Sale Inspection , the Town of Cheektowaga Building & Plumbing Department issues a Certificate of I&I Compliance. This certificate is good for 120 days to allow for the completion of the sale of the property.	Tom Adamczak (Code En	716-686-3470	
Clarence	www2.erie.gov/clarence	Christine Fusco	716-741-8941	Need to call	David Metzger(code officer)	716-741-8950	
Colden	www.townof.colden.com	Dawn Martin	716-941-5012	No Special Requirements	John Kotlarsz	716-941-5104	
Collins, Village	www.villageofnorthcollins.org		716-337-3160		Phil Tremblay	716-337-3115	
Depew, Village	www.villageofdepew.org	Must call Admin Liz Melock	716-683-7451 x 127	Sump pump Certificate of Compliance must be completed before Tax Cer. Is released	Tony Fischione	716-684-7451	
East Aurora, Village	www.east-aurora.ny.us	Thelma Hornburger	716-652-0111	Sewer Infiltration system check (sump pump) call Bldg. Inspector	Patrick Blizniak	716-652-7591	
Eden	www.edenny.org	Robert Petrocarlo	716-992-3576	No Special Requirements	Scott Henry	716-992-3576	
Elma	www.elmanewyork.com	Kandace Wittmeyer	716-652-3260	No Special Requirements (Bldg Dept 652-2188 x60	Joseph Colhern	716-652-2188 x17	
Evans, Town	www.townofevans.org	Jeneen Hill	716-549-5752	No closing requirements	Tony Fischione	716-549-8787	11/16/2022
Grand Island	www.grand-island.ny.us	Judy Tafelski	716-773-9600 x648	Sewer Inspection	Doug Learman	716-773-9600 x645	10/21/2022

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Hamburg, Town	www.townofhamburg.com	Bob Hutchinson	716-649-6111 x2349	Septic, if applicable	Kurt Allen	716-649-6111 x2214	10/21/2022
Hamburg, Village	www.villagehamburg.com	Bob Hutchinson	716-649-6111 x2349	Septic if applicable	Kurt Allen	716-649-6111 x2214	10/21/2022
Holland	townofhollandny.com	Tammy Adsitt	716-537-9443 x4		Justin Quant	716-537-9443 x6	10/31/2022
Lackawanna	lacawannany.gov	Deborah Skulski-Wakeham	716-827-6473	No Special Requirements			10/31/2022
Lancaster - Town	www.lancasterny.gov	Rebecca Baker	716-683-1311	There isn't anything specific that we require for a regular sale. If a person is purchasing part of a parcel (vacant land or even if with a house), subdivision approval is required from the Building Department/Planning Board previous to the sale. The only other concerns we see sometimes are the life estate deeds. These need to be clearly labeled and helpful if noted on the Rp5217."	Matthew Fischione	716-684-4171	10/31/2022
Lancaster - Village		Rebecca Baker	716-683-1311	Village of Lancaster requires a sewer inspection and tax certificate in connection with the transfer of a property cost is \$50, may require Sump Pump if basement has water. Contact Dept of Public works 683-1028.Smoke alarm affidavit from attorney or owner			10/31/2022
Marilla	www.townofmarilla.com	Chuck Manganaro	716-652-5497 x405	No Special Requirements	Scott Rider	716-652-5350	10/31/2022
Newstead	www.erie.gov/newstead	Tina Rados	716-542-4574 x4	No closing requirements	David Miller	716-542-4573 x4	10/31/2022
North Collins	www.northcollinsny.org	Jenee Hill	716-337-0384		John Haas	716-550-6507	10/31/2022
Orchard Park, Town	www.orchardparkny.org	Milton Bradshaw	716-662-6420	No closing requirements	Miilton Bradshaw	716-662-6430	
Orchard Park, Village	www.orchardparkvillage.org	Milton Bradshaw	716-662-9327	Sewer inspection must be done prior to closing via the Village. Cost is \$75.00 They have Erie Co come in & do inspection once paid.	Jeff Sweet	716-662-9327	
Sardinia	www.erie.gov/sardinia	Thelma Hornberger	716-496-8900 x12		Gene Degman	716-496-8900 x17	
Sloan, Village	www.villageofsloan.org	Jeneen McSkinning	716-897-1560	Sump pump inspection	Vincent Ferrarccio(Code En	716-897-1560	
Springville	www.townofconcordny.com	Dave Martin	716-592-4947		Michael Kaleta	716-592-4936 x1525	
Tonawanda, City	ci.tonawanda.ny.us	David Marrano	716-695-8638	Requires sump pumps & possible smoke detectors. Sump pumps must be installed & inspected for storm water compliance-water infiltration survey certificate cost is \$50.00. Dedicated electric line is required. Inspection of smoke detectors are discretionary.	Kevin Rank	716-695-1806	10/26/2022
Tonawanda, Town	www.tonawanda.ny.us	David Marrano	716-877-8811	Town requires sump pump. The fee is \$70.00 for certificate of compliance; any correction may trip a permit for electrical, need dedicated electric lines for sump pump.	Carl Heimiller (Town)	716-877-8801	10/26/2022
Tonawanda - Kenmore, Village				Kenmore requires sump pumps. The fee is \$75.00 transfer of the reinspection, certificate good for 2 years or waiver for sump \$1500.00 and must install within 60 days of closing. Need dedicated electric lines for sump pump. Bubbler system required.	Mike Burns (Village)	716-873-5700	10/26/2022
W Seneca	www.westseneca.net	Kandice Whitmeyer	716-558-3209	No Special Requirements	John Gullo	716-558-5350	
Wales	www.townofwales.com	Harry Wahl	716-652-2662	No special requirements	Walter Raichel	716-652-0589 x6	
Williamsville, Village	www.village.williamsville.ny.us	Kelly Poules	716-632-4120 x3010	Drainage Inspection (Sump pumps, footing drains)	Donna Kaminska	716-632-7747	

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NIAGARA COUNTY	www.niagaracountyassessors.org		716-439-7022			716-439-5350	
Barker, Village	www.barkervillage@roadrunner.com						
Cambria	www.townofcambria.com	Debra A. Littere	716-433-8161 x 122	Pass Septic Inspection, Contact Water Dept to schedule double check valve inspection.	Clifford Burch	716-433-8161 x26	
Hartland	www.townofhartlandny.us	Mike Hartman	716-735-7778	Back Flow Preventer on Water	Mike Hartman	716-735-7778	
Lewiston, Town	www.townoflewiston.us	Gene J Vituso	716-754-8213	Need to call for all requirements	Tim Masters	716-754-8213	
Lewiston, Village	www.villageoflewiston.com		716-754-8213	Sewer Inspection, Check Valve & Tax Search Certification		716-684-4171	
Lockport, City	www.elockport.com	Joe Macaluso	716-439-6614		Jason Dool	716-439-9527	
Middleport, Village	http://villageofmiddleport.org						
Lockport, Town	www.elockport.com	John Shoemaker	716-439-9526		Brian Belson	716-439-9527	
Newfane/Town/Village of Olcott	www.olcott-newfane.com	Patrice Truax	716-778-8827 x215	Expansion tank on HWT backflow preventer valve	Doug Nonkey	716-778-5947	
Niagara Falls	www.niagarafallsusa.org	James Bird	716-286-4380	Cross Connection Inspection by NF Water Board - Contact Randall Burns 716-283-9770 Need to call for all requirements	Call Code enforcement	716-286-4450	5/28/2024
North Tonawanda	cityofnorthtonawanda.org	Barbara Klenke	716-695-8597 bklenke@northtonawanda.com	check website for requirements.	Coz Capozzi	716-695-8595	11/16/2022
Pendleton	www.pendeltonny.us	Kim Frey, Clerk	716-625-8833x131 kfrey@pendeltonny.us	water line inspectiion and then notify the water billing clerk at 716-625-8833 x 111 with the date of your closing so that a final read can be scheduled. There is a		716-625-5350	10/21/2022
Porter	www.townofporter.net	Peter T. Jeffery, Code Enforcement Officer	716-745-3730 x 7 p.jeffery@townofporter.net	Water & sewer inspection. The inspections should be scheduled with our Highway Dept. office at 716-791-3831. Realtors and/or interested buyers contact the Code Enforcement Officer to inquire about potential concerns from my office; violations, permits, permittted use(s), subdivisions, etc.		716-745-5350	10/21/2022
Royalton (Middleport & part of Gasport)	www.townofroyalton.org	Mike Hartman	716-553-6177			716-553-5350	10/21/2022
Somerset	www.somersetny.org	Brian Pavlock	716-795-3575 x 6	Prior to closing reach out to the water/Sewer superintendent, Jon Dewart at 716-795-9919. Houses are required to have a backflow preventer and he checks for rthat and performs an inspection to make sure there are no illegal hookups, etc. and he does a final reading. Keep in mind that any property splits need to have Planning Board approval so contact my office for that 716-795-3575 x 2.		716-795-5350	10/21/2022
Wheatfield	http://wheatfield.ny.us/	Michele Ziomek, Clerk	716-694-6441 MicheleZ@wheatfield.ny.us	Letter from seller's attorney requesting a Water & Sewer compliance inspection and a check for \$80. The letter would include the approximate closing date and sellers contact information for setting up the appointment.		716-694-6441	10/21/2022
Wilson - Town	www.wilsonnewyork.com	Diane Muscoreil	716-751-6704 x 10	Call for requirements		716-751-5350	10/21/2022
Wilson, Village	www.villageofwilson.org	Carey L. O'Connor, Clerk-Treasurer	716-751-6764 Carey@villageofwilson.org	They request a tax search that will give you the tax information and payment date, the current status of the water account and if anything has been performed on the property that needs reimbursement and the information on the recyle bin that has to stay with the property. They also need a water/sewer inspection and the charge for both is \$10.00 for tax search and \$5.00 for inspection. If any original copies are needed there is a \$0.25 charge for copies and you will need to send a self addressed, stamped envelope with request. If orginial is not required, we can email all the information.		716-716-751-5350	10/21/2022

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Youngstown	youngstownnewyork.us/local-laws	Wendy Brown	716-745-7721 Wbrown@youngstownnewyork.us	Tax search - check payable to "Village of Youngstown" for \$30.00. Sewer Inspection - Separate check payable to the "Village of Youngstown" for \$50.00 and you must list a contact person and phone number for them to schedule the inspection with. The inspection usually takes about 10 minutes and someone must be there to let the DPW in. When the sale closes, notify the Village office for a final water read, advising where the final water bill should be sent for payment. They also need the new owner's information, if you have it.		716-745-5350	10/21/2022
Genessee County	genesseecounty.prosgar.com						
Alabama		Position to be filled	585-948-9341 (Town Hall) alabamasupervisor@gmail.com				10/24/2022
Alexander		Rhonda Saulsbury	585-591-0908 - Hours - Tuesday 3:00 p.m. - 8:00 p.m.				10/24/2022
Batavia - City		Rhonda Saulsbury	585-345-6301				10/24/2022
Batavia - Town		Rhonda Saulsbury	585-343-1729 x 207 - rsaulsbury@townofbatavia.com Office Hrs. Mon-Wed 8:30-4:30, Tuesday 3:00 pm - 6:00 PM				10/24/2022
Bergen		Rhonda Saulsbury	585-494-1484 x 1 Office Hrs - Wed. 10 am-12PM or by appt.				10/24/2022
Bethany		Deborah Conti	716-783-2010 Office Hrs. Tues. 11am- 3pm conti@rochester.rr.com				10/24/2022
Byron		Louise Passarelli	585-548-7123 x 17. Office Hrs. by appt. byronassessor@gmail.com				10/24/2022
Darien	www.townofdarienny.com	Deborah Conti	585-547-2274 x2025 Office Hrs. Mon - 11am - 3 pm, Wed. 8:30 am - 3 pm Conti@rochester.rr.com		Matthew Baldwin	585-547-2274 x22	10/24/2022
Elba		Barry Flansburg	585-2762 x 2 Office Hrs. Mon - Thurs 8AM - 10 AM barreas@rochester.rr.com				10/24/2022
LeRoy		Jim Kirsch	585-768-6910 x 221 Office Hrs. Mon 10am - 5pm, Wed. 10am - 3pm assessor@leroyny.com				10/24/2022
Oakfield	www.townofoakfield.ny.com	Barry Flansburg	585-948-5835 x104 Office Hrs. Mon - Thurs. 10am - 4pm barreas@rochester.rr.com		Mark Mikolajczyk	585-356-8851	10/24/2022
Pavillion		Rhomda Saulsbury & Kennth Pike	585-584-3850 x 204 Office Hrs Mon 1pm - 5pm kpike@townofbatavia.com				10/24/2022
Pembroke	www.townofpembroke.org	Tina Rados	585-599-4892 Office Hrs. Fri - 9am- 2pm or by appt. assessor@pembroke.org		Charlie Reid	585-813-7928	10/24/2022

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Stafford		Vacant	585-344-1554 x 6staffordassessor@gmail.com				