

Butler Area Sewer Authority



ESCROW AGREEMENT INSTRUCTIONS

Local Ordinances in all of Butler Area Sewer Authority's (BASA) service area municipalities provide as follows:

It shall be unlawful for any person:

- (a) to sell or transfer any real estate within the Township of Butler on which a building or improvement exists which is connected to the BASA sanitary sewer system, when such sale or transfer is subject to taxation under the Realty Transfer Tax Act, 72 P.S. §§ 8101-C *et seq.*, and the corresponding regulations of the Department of Revenue; **OR**
- (b) to mortgage or refinance any real estate within the Township of Butler on which a building or improvement exists which is connected to the BASA sanitary sewer system when such mortgage or refinancing is for the purpose of acquiring title to, or improving, modifying, repairing or rehabilitating any such real estate which requires a building permit under the Township's Building Code, without first delivering to the purchaser, transferee mortgagee or person or institution providing financing or refinancing, a Document of Certification from the proper officials of BASA.

In order to obtain a Document of Certification (pass), an *Application for Realty Transfer Infiltration/Inflow(II) Inspection* must be submitted to BASA with the applicable fee. BASA will schedule the inspection within fourteen (14) days of receipt of said application. BASA will issue a Notice of Fail or Document of Certification (pass) within five (5) days after the date of the inspection.

Please note that an Escrow Agreement will in most all situations not be acceptable by BASA unless the Realty Transfer Infiltration/Inflow Inspection has already been performed. Exceptions to this will be considered by BASA, and may be approved only in exigent circumstances. If such a request is made, it must be in writing, submitted to Bill Slagle by mail, fax (724) 282-7656, or e-mail (wslagle@basapa.org) and contain the following:

- The names of the Seller(s) and Buyers(s)
- The physical address and Tax Parcel No. of the property
- A narrative explaining the circumstances necessitating a closing without an Inspection
- A proposed escrow amount

If a settlement/transfer is being scheduled when an Infiltration/Inflow Inspection resulted in the Issuance of a Notice of Failure and the necessary repairs have not yet been made, an Escrow Agreement (available in a *.docx* or *.pdf* file) may be utilized.