VILLAGE REQUIREMENTS FOR CLOSING ON PROPERTY IN EVERGREEN PARK
9418 South Kedzie Avenue
PHONE: (708) 229-3333 or FAX: (708) 422-3482

1. ZONING COMPLIANCE
A) Obtain a zoning compliance form for property sales from the Building Department at 9418 S. Kedzie Avenue.
B) Complete forms and fax back to (708) 422-3482, or you may drop them off at the Building Department, located inside the above address. (The property index number needed for this form can be found on a tax bill.)

2. INSPECTION
A) Contact the Building Department at (708) 229-3333 to set up a date for your property inspection.
B) Inspections are done Monday through Friday from 9:30am to 2pm
C) If violations are found, they can be fixed by the seller, and a re-inspection must take place. OR . . .
D) If the property is sold as-is; a letter from the buyers' attorney, on the attorney's letterhead, stating that a building permit will be applied for within 30 days of closing to repair/fix all the violations. This letter must be signed by the buyer(s) and submitted to the Building Department before the transfer stamps can be issued.
E) Inspections must be scheduled a minimum of 3 days prior to closing. Inspections are good for 90 days.

3. FINAL WATER READING
A) You must call the Water Department at (708) 229-3361 to set up your final water reading before closing, which should be done no more that 3 days before the purchase of transfer stamps.
B) Payments will be taken at the time that the stamps are purchased (personal checks will not be accepted). Call (708) 229-3359 to find out the exact amount of your water bill.
C) Final water bill payment must be separate from transfer stamp fee.

4. TRANSFER STAMPS
A) After the zoning compliance is complete, inspections have passed or a letter was submitted, and the final water reading has been done, you may purchase the transfer stamps at the Village Hall Administration Building, 9418 S. Kedzie Ave.
B) Transfer stamps are based off of the selling price of the property - they are $5 per $1,000 of the selling price.
C) The $50 inspection fee and $50 zoning fee will be added to the total of the stamps and paid for at the time you purchase the transfer stamp.
D) Transfer stamp fee must be separate from the water bill payment!!
E) PERSONAL CHECKS WILL NOT BE ACCEPTED! (you may pay with a cashier’s check/money order/ attorney/ realtor check or cash).

DUES TO BE PAID BEFORE CLOSING:
Zoning Compliance. .......................... $50.00
Inspection (single family residence). ......$50.00
Final Water Bill. ..............................(amount is based on usage up until the day it goes out of your name)
Transfer Stamps. ............................$5 per $1,000 of selling price
Amount of any outstanding tickets, fines or leins must be paid before the closing process even begins.

Only Cashiers Check/Money Order/Attorney or Realtor Checks accepted; please have the final water bill amount on one check and zoning, inspection and transfer stamps on a second check
DO NOT INCLUDE FINAL WATER BILL AMOUNT ON THE SAME CHECK AS THE TRANSFER STAMPS. . . .IT WILL NOT BE ACCEPTED!!

NO PERSONAL CHECKS, BUSINESS CHECKS OR CREDIT CARDS WILL BE ACCEPTED
INSTRUCTIONS: This form must be filled out completely, signed by one of the grantors, sellers or his or her attorney and presented to the Building Department. We will make no on-site internal inspection without the owner's consent. The payment of $50.00 fee is required at the time the Transfer Stamps are obtained. Checks payable to: Village of Evergreen Park.

1 ADDRESS OF PREMISES:

2 PERMANENT REAL ESTATE INDEX NUMBER: TWP SEC. BLOCK PARCEL UNIT

3 NUMBER OF DWELLING UNITS: 0

4 OWNER/SELLER INFORMATION: ACCESS INFORMATION IF AN INTERIOR/ON-SITE INSPECTION IS REQUIRED.

NAME: ___________________________ THE DEPARTMENT WILL CONTACT:

ADDRESS: ___________________________ NAME: ___________________________

CITY: ___________ STATE: ___ ZIP: _______ PHONE: _________________________

5 TIME:: _______ AM/PM ___

6 PERSON TO BE CONTACTED WHEN THE CERTIFICATE HAS BEEN ISSUED OR DENIED.

NAME: ___________________________

PHONE: (___) ___________ FAX: (___) ___________ 

7 SIGNATURE ___________ DATE: ___________ 

OWNER/GRANTOR/AGENT

DO NOT FILL IN BELOW THIS LINE - VILLAGE OF EVERGREEN PARK USE ONLY

BUILDING DEPARTMENT CERTIFIES:

1 ZONING DISTRICT ______________________

2 NUMBER OF DWELLING UNITS AS OF THE DATE OF CERTIFICATION ____________________

DENIAL □ DATE: ___________ REASON: ____________________

IF YOU DISAGREE WITH THE VILLAGE’S DETERMINATION, YOU MUST, WITHIN 5 DAYS, ASK FOR RECONSIDERATION.

DO NOT FILL IN BELOW THIS LINE - VILLAGE OF EVERGREEN PARK USE ONLY

RECONSIDERATION REQUEST: DATE: ___________ DENIAL □ DATE: ___________ 

NAME: ___________________________

REASON: ____________________

APPROVAL FOR DWELLING UNITS ONLY

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INSTRUCTIONS: This form must be filled out completely, signed by one of the grantors, sellers or his/her attorney and presented to the Building Department. We will make no on-site internal inspection without the owner’s consent.

DATE: ____________________________

ADDRESS OF PREMISES: ____________________________

TAX NUMBER: ____________________________

TWP  SEC.  BLOCK  PARCEL  UNIT

OWNER’S NAME: ____________________________

OWNER’S ADDRESS: ____________________________

OWNER’S TELEPHONE NUMBER: ____________________________

TYPE OF OCCUPANCY: ____________________________

Permission is hereby granted to make a zoning compliance inspection of the above premises.

Signature: ____________________________

Date: ____________________________
INSPECTION DATE will not be issued without room sizes:

LIVING ROOM: ____________________________

DINING ROOM: ____________________________

KITCHEN: ________________________________

NUMBER OF BATHS: _______________________

MASTER BED: ____________________________

2nd BEDROOM: __________________________

3rd BEDROOM: __________________________

4th BEDROOM: __________________________

FINISHED BASE: _____ YES _____ NO