

# VILLAGE REQUIREMENTS FOR CLOSING ON PROPERTY IN EVERGREEN PARK

ROOM SIZES ARE REQUIRED PRIOR TO INSPECTION

## 1. ZONING COMPLIANCE

- Obtain a zoning compliance form for property sales from Lolita Maxwell at the Fire Department. (9000 S. Kedzie Ave)
- Complete forms and fax back to Lolita at (708) 422-2193, or drop off at the Fire Department.  
(The property index number needed for this form can be found on a tax bill)

## 2. INSPECTIONS

- Contact Lolita at (708)-229-3333 to set up a date for your property inspection.
- Inspections are done Monday thru Friday from 9:30am to 11:30am.
- If violations are found, they must be fixed and a re-inspection must take place.
- If the property is sold as is, a letter from the buyers' attorney, on the attorney's letterhead, stating that the violations will be repaired within 30 days of closing is required. This letter must be signed by the buyer and submitted to Lolita before the transfer stamps can be issued.

## 3. FINAL WATER READING

- You must call the water department at (708) 424 - 6222 to set up your final water reading before closing.
- This should be done no more than 3 days before the purchase of transfer stamps.
- Payments will be taken at the time stamps are purchased (personal checks will not be accepted). You can call Lou at the Village Hall to find out the amount of the bill. (708) 422-1551.

## 4. TRANSFER STAMPS

- After the zoning compliance is complete, inspections have passed or a letter was submitted, and the water reading was taken, you may then purchase stamps at Village Hall, located at 9418 S. Kedzie Ave.
- Transfer stamps are \$5.00 per \$1000.00 of the selling price of the property.
- If the selling price is \$300,000.00 or over, please bring a contract with the selling price stated on it.
- The \$50.00 inspection fee and \$50.00 zoning fee will also be paid at this time.
- **PERSONAL CHECKS WILL NOT BE ACCEPTED!**  
(A cashier's check/money order, attorney/realtor check or cash will work)

### DUES TO BE PAID BEFORE CLOSING:

- Zoning Compliance .....\$50.00
- Inspection (Single Family Home) .....\$50.00
- Final Water Bill .....????? (based upon final meter reading)
- Transfer Stamps .....\$5.00 per \$1000.00 on selling price of home

**NO PERSONAL CHECKS WILL BE ACCEPTED!**