

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



VILLAGE OF EVERGREEN PARK
CERTIFICATION OF ZONING COMPLIANCE

Evergreen Park
Municipal Code
Section 5-267

BUILDING DEPARTMENT, 9418 S. KEDZIE AVE., EVERGREEN PARK, IL. 60805
PHONE: 708-229-3333 FAX: 708-422-3482 EMAIL: rnix@evpkadm.org

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:

5 ACCESS INFORMATION IF AN INTERIOR/ON-SITE INSPECTION IS REQUIRED.

NAME: _____

THE DEPARTMENT WILL CONTACT:

ADDRESS: _____

NAME: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

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 _____

DENIAL

DATE: _____

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

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: _____

REASON: _____

NAME: _____

VILLAGE OF EVERGREEN PARK
CERTIFICATE OF BUILDING INSPECTION APPLICATION
9418 S. KEDZIE AVE.
(708) 229-3333 FAX: (708) 422-3482

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: _____

VILLAGE OF EVERGREEN PARK
BUILDING DEPARTMENT
9418 S. KEDZIE AVE.
(708) 229-3333 FAX: (708) 422-3482

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