



Village of Forest Park
517 Desplaines Avenue
Forest Park, IL 60130
Phone: 708-366-2323
Fax: 708-366-6505

<i>Office Use Only</i>	
CC1 – Inspection Fee	\$ _____
Receipt #	_____
<input type="checkbox"/> Cash	<input type="checkbox"/> Credit
<input type="checkbox"/> Check #	_____
Date	_____
Initials	_____

REQUEST FOR INSPECTION OF PROPERTY
CERTIFICATE OF COMPLIANCE AND TRANSFER OF OWNERSHIP
 (Sec. 8-1-6 and 8-1-12, Municipal Code)

PLEASE NOTE: You must call 708-366-2323 to arrange for a final water meter reading (condos excluded) at least 5 business days prior to closing. Any and all fines, fees, or penalties owed to the village in connection with the subject property must be paid prior to receiving transfer stamp.

Address of Property: _____ **Property Index Number:** _____

Person to contact to schedule inspection: _____ **Telephone:** _____

Property Type (if more than one building, please indicate Number of Buildings and Number of Units in each Building.)

Fee Schedule (effective July 24, 2017)	
A single-re-inspection to ensure compliance is included in the initial fee. If a second inspection is necessary, the fee is \$40.00 per inspection.	
Condominium Units:	\$ 225.00 <input type="checkbox"/>
Single-Family/Townhomes/Attached SF/Coach House:	\$ 325.00 <input type="checkbox"/>
Residential Buildings Containing:	
Two Dwelling Units:	\$ 500.00 <input type="checkbox"/>
Three Dwelling Units:	\$ 650.00 <input type="checkbox"/>
Four Dwelling Units:	\$ 750.00 <input type="checkbox"/>
Five to Nine Dwelling Units:	\$1,000.00 <input type="checkbox"/>
Ten to Twenty Dwelling Units:	\$1,500.00 <input type="checkbox"/>
More than twenty Dwelling Units:	\$5,000.00 <input type="checkbox"/>
Industrial: Up to 50,000 square feet:	\$1,500.00 <input type="checkbox"/>
Over 50,000 square feet:	\$3,000.00 <input type="checkbox"/>
Commercial and Other Uses:.....Fees based on square footage	
If building is for mixed uses or multiple buildings on a lot, a combination of fees applies	

Second Inspection:	\$ 40.00 <input type="checkbox"/>
Conditional Certificate of Compliance (repairs under \$1,500.00).....	\$150.00
(repairs over \$1,500.00).....	\$500.00 (a portion may be refunded)

Seller's Information:

Name: _____
 Address: _____
 Telephone: _____ Email: _____
 Real Estate Agent\Attorney: _____
 Agent's Telephone: _____ Agent's Email: _____

Buyer's Information:

Name: _____
 Telephone: _____ Email: _____

CERTIFICATE OF COMPLIANCE AND TRANSFER OF OWNERSHIP

(Sec. 8-1-6 and 8-1-12, Municipal Code)

The ownership or interest in any structure or building shall not be sold or transferred unless the seller furnishes the buyer with a certificate of compliance based on an inspection of said structure made within four (4) months of the date of any contract for sale or transfer of ownership or interest.

By virtue of the issuance of said certificate of compliance, the Village of Forest Park does not guarantee the subject premises to be free from mechanical, electrical or structural defects, and the village shall not be responsible or liable for any claims arising from such defects.

A person who participates in a sale or transfer in violation of this section as a seller, buyer or agent shall be fined no less than \$100.00 and no more than \$1,000.00 for such offense.

Instructions and Process (Order may vary)

1. Apply for an Inspection at the Department of Public Health and Safety by submitting:

- A Completed Application Form;
- Necessary Fees; and
- MLS Listing Sheet of Property.

2. Schedule an Inspection with Department Public Health and Safety

After the inspection, the Village will provide the seller with a Written Order of Corrections. If no corrections are necessary, please proceed to number 6. If Buyer will be responsible for corrections, please proceed to number 7.

4. Apply for Building Permits and Make Required Corrections

Most corrections require building permits. For information about building permits contact the Department of Public Health and Safety.

5. Schedule Re-inspection

The Village will make a second inspection at no additional charge to ensure all the necessary corrections have been made. If additional inspections are necessary, additional fees will be charged.

6. Certificate of Compliance Issued

Once all violations are corrected the Village will issue a Certificate of Compliance.

7. Conditional Certificate of Compliance Issued

The Village may issue Conditional Certificates of Compliance if the following conditions are met:

- Payment of a \$150.00 or \$500.00 administrative fee, depending on the estimated cost of repairs; and
- Presentation of a signed, written agreement between the seller, buyer or transferee and the village certifying that the buyer, grantee or transferee has agreed to correct any and all violations, as specified in the agreement, within three (3) months of the sale or transfer of ownership of the subject property. Signatures must be notarized.

8. Schedule Final Water Billing

A final water meter reading must be requested at least 5 business days prior to closing. Contact the Village Clerk's office at 708-366-2323 for more information. NOTE: Water service will be disconnected at the time of the final meter reading, unless purchaser or transferee assumes responsibility for the water account.

9. Receive Transfer Stamp

In order to receive transfer stamp from the Village Clerk's office, you must:

- Pay final water bill and any and all fines, fees or penalties owed to the village in connection with the property;
- Submit completed application for Real Estate Transfer Stamp, including the following documents:
 - Certificate of Compliance or Conditional Certificate of Compliance
 - Signed copy of the completed Illinois Tax Declaration (PTAX-203)
 - Copy of the deed

The transfer stamp is affixed to the original deed or transfer document prior to recording.



**REAL ESTATE TRANSFER STAMP APPLICATION
IN THE VILLAGE OF FOREST PARK, COOK COUNTY, ILLINOIS**

CHECK APPROPRIATE BOXES

- Residential Commercial Multi-unit _____ No. of units
- Declaration Exemption (circle below) Condo Unit Vacant Land

INSTRUCTIONS

- 1) This form must be filled out completely, signed by at least one of the grantees (buyers) or one of the grantors (sellers), and presented to the Office of the Village Clerk, 517 Desplaines Ave., Forest Park, IL or other designated agent at the time the property compliance stamp is issued. The stamp must be affixed upon the original deed when the deed is recorded with Cook County.
- 2) The full actual amount of consideration of the transaction must be on the Illinois Tax declaration (PTAX) and a completed and signed copy of the PTAX and deed must be submitted with this form.
- 3) For more information, please call 708-366-2323 and select "0" to be directed to the Clerk's Office.

Address of Property: _____

Permanent Property Index No.: _____

Type of Sale Short Foreclosure Direct

Type of Deed: _____ Date of Deed: _____

The Village of Forest Park does not require the Certificate of Compliance inspection for unimproved properties and those properties exempt from the transfer tax under 35 ILCS 200/31-45, including but not limited to:

EXEMPTIONS

- Deeds to or trust documents relating to property acquired to or from any governmental body or property acquired to or from any organization organized and operated exclusively for charitable, religious or educational uses
- Deeds or trust documents that secure debt or other obligation
- Deeds or trust documents that, without additional consideration, confirm, correct, modify, or supplement a deed or trust document previously recorded.
- Deeds or trust documents where the actual consideration is less than \$100
- Tax deeds
- Deeds or trust documents that release property that is security for a debt or other obligation
- Deeds of partition
- Other (specify) _____

You may be required to provide certain evidence setting forth facts to substantiate the exemption.

GRANTEE

GRANTOR