

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)

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

- A completed application form; and
- Payment must be received before inspection can be scheduled.

Schedule an Inspection with the Department of 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 4. If buyer will be responsible for corrections, please proceed to number 5.

Correction of violations

Email photos of corrected violations to building@forestpark.net.

Certificate of Compliance issued

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

Conditional Certificate of Compliance issued

The Village may issue a Conditional Certificate 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.

Schedule final water billing

A final water meter reading must be requested once the property is scheduled and cleared to close. Contact the Village Clerk's office at 708-366-2323 and select option #1 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.

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 / MyDec)
 - Copy of the deed

Questions? Contact the Building Department at building@forestpark.net or 708-615-6276.



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

Building Department
Phone: 708-615-6276
Email: building@forestpark.net

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

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 Avenue, Forest Park, Illinois 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 / MyDec 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.

Property Address: _____

Permanent Property Index Number: _____

Type of Sale: Short Foreclosure Direct

Type of Deed: _____ Date of Deed: _____

Check appropriate boxes:

- Residential Commercial Multi Unit _____ # of Units Vacant Land
- Declaration Exemption (check below)

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 \$100.00
- Tax deeds
- Deeds or trust documents that release property that is security for a debt of other obligation
- Deeds of partition
- Other (specify) _____

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

GRANTEE
Buyer

GRANTOR
Seller