



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

Office Use Only

Receipt: _____
Date: _____
Fee Paid: _____

BIG CITY ACCESS
SMALL TOWN CHARM

REQUEST FOR INSPECTION OF PROPERTY "CERTIFICATE OF COMPLIANCE" (Sec. 10-5c, Municipal Code)

Please fill out completely as possible including ZIP codes and write legibly. A copy of the MLS sheet and applicable fees must be submitted before an inspection will be scheduled. **PLEASE NOTE:** You must call the Village Hall to arrange for a final water meter reading (condos excluded) at least 5 business days prior to closing. Final water bill must be paid prior to receiving stamp.

Address of Property: _____

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

Residential: Condo: _____ Single Family/Townhome/Attached SF: _____
Two Unit Bldg: _____ Three Unit Bldg.: _____
Four Unit Bldg: _____ Five to Nine Unit Bldg.: _____
Ten or More Unit Bldg: _____

Industrial: _____ **Commercial and Other Uses** (ie: Office, Churches): _____

Mixed Uses (ie: commercial on 1st floor, residential above. Please note Number of Residential Units): _____

Seller's Information:

Name: _____
Address: _____ City, State, Zip: _____
Telephone (Home): _____ Telephone (Other): _____
Real Estate Agent\Attorney (if any): _____
Agent's Address: _____ City, State, Zip: _____
Agent's Telephone: _____ Telephone (Other): _____

Buyer's Information:

Name: _____
Address: _____ City, State, Zip: _____
Telephone (Home): _____ Telephone (Other): _____

To Schedule Inspection Contact: _____ **Telephone:** _____

Fee Schedule (effective October 1, 2003)	
A single-re-inspection to ensure compliance is included in the initial fee. If a second inspection is necessary, the fee shall be ½ the original fee.	
Condominium Units:.....	\$200
Single-Family/Townhomes/Attached SF:.....	\$300
Buildings Containing:	
Two Dwelling Units:.....	\$400
Three Dwelling Units:.....	\$500
Four Dwelling Units:.....	\$600
Five Dwelling to Nine Units:.....	\$600 Plus \$50 per unit for each unit over 5
Ten or More Dwelling Units:.....	\$850 Plus \$50 per unit for each unit over 10
Industrial:.....	\$1000
Commercial and Other Uses:.....	\$500
If Building is for Mixed Uses, a combination of fees applies	
Conditional Certificate of Compliance:.....	\$100

CERTIFICATE OF COMPLIANCE
(Sec. 10-5C Municipal Code)

The ownership of 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 an additional \$100.00 administrative fee; and
 - Presentation of a signed, written agreement between the seller, buyer or transferee and the Village that the buyer, grantee or transferee has agreed to assume the obligation to correct all violations set forth in the Order of Correction within four (4) 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 for more information.

- 9. Receive Transfer Stamp**

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

 - Pay Final Water Bill;
 - Have Certificate of Compliance or Conditional Certificate of Compliance;
 - Provide a copy of the deed; and
 - Provide a copy of the *completed* Illinois Real Estate Transfer Declaration (IL PTAX 203).

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