



VILLAGE OF RIVER GROVE

DAVID B. GUERIN, PRESIDENT

2621 THATCHER AVE, RIVER GROVE IL 60171

BUILDING DEPARTMENT

PHONE 708-453-8007 FAX 708-453-1337

MULTI-FAMILY /RENTAL UNIT BUILDING PROPERTY TRANSFER INSPECTION APPLICATION INSTRUCTIONS

1. Complete top portion of Transfer Application
2. Sign Transfer Application (Owner or Authorized Party)
3. Pay Inspection Fee- **SEE BELOW**
4. Schedule Inspection - call Building Department 708-453-8007
5. Once Report is generated from Building Department, seller has 2 Options:

OPTION 1	OPTION 2
Seller Taking Responsibility for Repairs	Buyer Taking Responsibility for Repairs**
Complete Repairs	Complete Occupancy Form
Call for re-inspection prior to closing	Deliver required escrow fee prior to closing
	Certified Funds or Cash/No Personal Checks
	**Repairs to be completed within 60 days

PRIOR TO CLOSING DATE

THE FOLLOWING MUST BE RECEIVED IN ORDER TO PICK UP TRANSFER STAMP:

1. Call 708-453-8007 within 2 days of closing to schedule a final water reading. Final water bill must be paid in full. **(CERTIFIED FUNDS OR CASH – NO PERSONAL CHECKS OR CREDIT CARDS)**
2. New Property Owner Form Completed in Full – MUST BE ORIGINAL SIGNATURE – **Provided by buyer**
3. Copy of Illinois Real Estate Transfer Declaration (PTAX) – **Provided by Sellers Attorney**
4. Copy of Transaction Form (Warranty Feed, Deed in Trust, Assignment of Beneficial Interest, etc.) – **Provided by Sellers Attorney**
5. Copy of Plat of Survey – **Provided by Sellers Attorney**

Please note: If the procedures outlined above are not followed it may result in a delay in closing. The Village of River Grove is not responsible for any delay in closing if procedures are not followed.

**CONTACT THE BUILDING DEPARTMENT WITH ANY QUESTIONS AT 708-453-8007 OR
EMAIL US AT BUILDINGDEPT@RIVERGROVEIL.GOV**

TWO FAMILY DWELLING	\$150.00	MULTI-FAMILY RENTAL UNIT/BUILDING
THREE FAMILY DWELLING	200.00 PLUS	APPLICATION
BUILDINGS THAT CONTAIN MORE THAN (3) DWELLING UNITS	\$50.00	

REPORT#PI21-_____STAMP#_____
RENTAL UNIT TRANSFER
APPLICATION & INSPECTION FORM
VILLAGE OF RIVER GROVE
DAVID B. GUERIN, PRESIDENT

BY _____
ISSUED DATE/BY _____
RECEIVED BY _____
PRINT NAME _____

Owner: _____
Owner's Address: _____
Owner's Phone #: _____
Building Address: _____ Number of Units: _____
Inspection Date & Time _____ Re-inspection Date & Time _____
Email: _____ PIN: _____

I hereby authorize the Village of River Grove's Building Department to make an on-site inspection of the building/premises located at the address indicated at the top of the form.

Owner/Authorized Agent Signature: _____ Date _____

OFFICE USE ONLY

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | 1. Is address displayed to properly identify building for emergency vehicles? (PM 303.3) |
| _____ | _____ | 2. Is the foundation structurally sound? (PM 303.4, 303.5) |
| _____ | _____ | 3. Are exterior surfaces provided with protective treatment and/or maintained free from holes, loose or rotting boards that might admit rain or dampness to the interior? (PM 303.2, 303.6, 303.8) |
| _____ | _____ | 4. Is the roof structurally sound and free of defects, which might admit rain or dampness to the interior? (PM 303.7, 303.11) |
| _____ | _____ | 5. Are exterior stairs, porches and sidewalks maintained free of safety hazards and safe for entering and exiting? (PM 303.3, PM 303.10, 303.11, 303.12) |
| _____ | _____ | 6. If the building has a fence, is it legal and in good repair? (VC 9-18-1) |
| _____ | _____ | 7. Do doors allow unobstructed exiting? (PM 303.13) Dead bolt locks, thumb turn only (PM 702.3) |
| _____ | _____ | 8. Is the building free of unsafe or broken windows? (PM 304.13) |
| _____ | _____ | 9. Does the building comply with applicable zoning regulations regarding use, i.e. single-family, multi-family? (VC 6-3-1) What is current zoning classification: _____ |
| _____ | _____ | 10. Are doors, floors, walls, cabinets and ceilings maintained in good condition? (PM 304.3) |
| _____ | _____ | 11. Are all rooms provided with adequate light (natural or artificial) and ventilation (natural or mechanical)? (PM 403.1, 403.2) |
| _____ | _____ | 12. Are all dwelling units free of an infestation of rodents or insects? (PM 306.1) |
| _____ | _____ | 13. Are interior stairs and railings free of safety hazards and safe for entering and exiting? (PM 304.4) |
| _____ | _____ | 14. Are all sinks, lavatories, bathtubs, and showers supplied with running water and maintained in a usable condition? (PM 403.2, 505.1) |
| _____ | _____ | 15. Does the building and garage have gutters and do they properly discharge into yard? (VC 7-686) |
| _____ | _____ | 16. Are all closet fixtures (incandescent or fluorescent) completely enclosed? |

OFFICE USE ONLY

YES NO

- 17. Does the building have electrical panel(s), and all exposed wiring installed and maintained in a safe manner? (PM 604.1, 604.2, 604.3). Also, does the building have GFI receptacles installed within six feet of all water faucets and fixtures and/or areas exposed to weather?
- 18. Is gas supply free from leaks?
- 19. Does each dwelling unit have properly located and operating smoke and carbon monoxide detectors? (907.2.10 IFC) and (Public Act 094-0741) Does the front and rear stairway have smoke detectors of the proper type and location (PM 704.3) (IFC 904.2.10.1.2) ?
- 20. Is the heating unit and hot water heater properly installed and in working condition? (PM 603.2)
- 21. Is the building free of inside or outside storage, which could promote a health, fire, or safety problem? (PM 305.1)
- 22. If the building has a below grade sleeping room, does it satisfy exiting, emergency exiting, and ventilation requirements? (PM 702.4)
- 23. Do the dwelling units comply with all occupancy limitations regarding privacy, access, overcrowding, etc. (PM 403.1, 404.4, 404.4.1, 404.4.2, and 404.4.3, 404.4.5, 4054.5, 404.5.1, 404.5.2)
- 24. Has final water reading been taken for building and has bill been paid?

ADDITIONAL REMARKS: SEE ATTACHED INSPECTION REPORT _____

THOSE ITEMS CHECKED "NO" ARE VIOLATIONS OF RIVER GROVE'S ADOPTED CODE AND/OR ITS PROPERTY MAINTENANCE CODE

IT IS THE OBLIGATION OF THE PRESENT OWNER TO ENSURE THAT A COPY OF THIS REPORT IS PROVIDED TO THE NEW RECORDED OWNER

YOU ARE HEREBY NOTIFIED TO REMEDY THE CONDITIONS AS STATED ABOVE WITHIN 30 DAYS FROM THE DATE OF THIS ORDER. AN APPEAL FROM THIS ORDER MAY BE MADE WITHIN 10 DAYS FROM THE DATE OF SERVICE. DIRECT SUCH APPEAL FOR A HEARING BEFORE THE RIVER GROVE BUILDING COMMISSIONER IN WRITING, 2621 THATCHER, RIVER GROVE, ILLINOIS 60171.

DISCLAIMER --- PLEASE READ CAREFULLY BEFORE SIGNING

THE VILLAGE DOES NOT WARRANT THE CONDITION OF ANY PROPERTY INSPECTED AND SHALL NOT BE RESPONSIBLE FOR ANY CLAIMS ARISING OUT OF THE PROPERTY OR THE CONDITION THEREOF. THE VILLAGE DOES NOT WARRANT THAT ALL DEFICIENCIES ARE LISTED IN THE "CERTIFICATE OF OCCUPANCY" OR BY ISSUANCE OF AN INSPECTION STAMP; AND IT DOES NOT WARRANT ANYTHING AS TO THE CONDITION OF THE PROPERTY OR THE LIABILITY THEREOF.

Signature of Inspector: _____ Date: _____