



# EXEMPT REAL ESTATE TRANSFER APPLICATION AND INSPECTION FORM

2621 THATCHER AVE, RIVER GROVE, ILLINOIS 60171

PHONE: (708) 453-8007 • E-MAIL: BUILDINGDEPT@RIVERGROVEIL.GOV

VILLAGE PRESIDENT DAVID B. GUERIN

BUILDING COMMISSIONER CHUCK FREDRICKSON

OFFICE USE ONLY

REPORT #PE26 - \_\_\_\_\_ STAMP # \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

ISSUED BY/DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_, RIVER GROVE, IL 60171

## CURRENT OWNER INFORMATION (please print)

|                |                  |
|----------------|------------------|
| Name           |                  |
| Street Address | City, State, Zip |
| Phone          | Cell Phone       |
| E-mail         | PIN              |

## APPLICANT INFORMATION (if different)

|                        |                  |
|------------------------|------------------|
| Name                   |                  |
| Street Address         | City, State, Zip |
| Home/Cell Phone Number | E-mail           |

## IMPORTANT NOTICE REGARDING PROPERTY TRANSFER AND INSPECTION REQUIREMENTS

### PROPERTY INSPECTION AUTHORIZATION AND EXEMPTION DECLARATION

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 THIS FORM TO ENSURE COMPLIANCE WITH ALL ZONING REGULATIONS OF THE VILLAGE. I HEREBY ALSO DECLARE THAT THIS TRANSACTION IS EXEMPT FROM FURTHER INSPECTION AND FEES UNDER THE VILLAGE OF RIVER GROVE ORDINANCE #1997-06 AS AMENDED AND IS COVERED BY ONE OF THE EXEMPTIONS LISTED ON THE SECOND PAGE OF THIS FORM.

CLAIMED EXEMPTION: \_\_\_\_\_

Details for exemptions claimed (explain): \_\_\_\_\_

YOU ARE HEREBY NOTIFIED TO REMEDY THE CONDITIONS AS STATED IN THE INSPECTION REPORT 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 AVE, RIVER GROVE, ILLINOIS 60171.

Owner/ Authorized Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

|  |  |           |
|--|--|-----------|
| Received By  | Date Received                              | Date Paid |
| Approved By  | Date Approved                              |           |
| Documentation Checklist<br><input type="checkbox"/> COPY OF DEED <input type="checkbox"/> APPROVAL OR ESCROW | Inspection And Stamp Fee<br><b>\$75.00</b> |           |

## INSPECTION STATUS

|  |  |   |   |                                 |                                |
|--|--|---|---|---------------------------------|--------------------------------|
| Does the residence/property comply with applicable zoning regulations regarding use, i.e. single-family, multi-family? (VC 6-3-1) What is current zoning classification? _____ |  |   |   | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
| NEW INSPECTION<br><input type="checkbox"/> APPROVED <input type="checkbox"/> PENDING   | REINSPECTION<br><input type="checkbox"/> APPROVED <input type="checkbox"/> PENDING | ESCROW INSPECTION<br><input type="checkbox"/> APPROVED <input type="checkbox"/> PENDING | ESCROW REINSPECTION<br><input type="checkbox"/> APPROVED <input type="checkbox"/> PENDING | IF APPROVED STAMP HERE          |                                |

Signature of Inspector: \_\_\_\_\_ Date: \_\_\_\_\_



**VILLAGE OF RIVER GROVE**  
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RIVER GROVE, ILLINOIS 60171  
PHONE: (708) 453-8007  
[BUILDINGDEPT@RIVERGROVEIL.GOV](mailto:BUILDINGDEPT@RIVERGROVEIL.GOV)

VILLAGE PRESIDENT  
DAVID B. GUERIN  
BUILDING COMMISSIONER  
CHUCK FREDRICKSON

## **EXEMPT PROPERTY TRANSFER INSPECTION APPLICATION INSTRUCTIONS**

1. Complete the **Property Transfer Application**.
2. Sign the **Transfer Application** (Owner or Authorized Party).
3. Pay the **Inspection Fee** – \$75.
4. Provide the Village with **one copy** of the following document for each transaction:
  - a **Deed in Trust** or a **Quit Claim Deed**.
5. Schedule an inspection – call the Building Department at **(708) 453-8007**.
6. Specify the **type of exemption** below.

| <b><u>ORDINANCE 7-21-5: EXEMPTIONS.</u></b>   |   |
|---|---|
| <b>THE FOLLOWING DEEDS OR TRUST DOCUMENTS SHALL BE EXEMPT FROM THE PROVISIONS OF THIS CHAPTER EXCEPT AS PROVIDED IN THIS SECTION:</b> |   |
|   | Deeds to or trust documents relating to:  |
| <b>A</b>  | 1) property acquired by any governmental body or from any governmental body; and<br>2) property or interests transferred between governmental bodies.   |
| <b>B</b>  | Deeds or trust documents that secure debt or other obligation.  |
| <b>C</b>  | Deeds or trust documents, that, without additional consideration, confirm, correct, modify, or supplement a deed or trust document previously recorded. |
| <b>D</b>  | Deeds or trust documents where the actual consideration is less than one hundred dollars (\$100.00), and there is no change of occupancy.               |
| <b>E</b>  | Deeds or trust documents that release property that is a security for a debt or other obligation.<br>(Ord. 2001-02, 2-15-2001)                          |

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

1. Copy of the Deed or Trust

**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](mailto:BUILDINGDEPT@RIVERGROVEIL.GOV)**