



# SINGLE FAMILY 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 #PI26 - \_\_\_\_\_ 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/SELLER INFORMATION (if different)

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

## IMPORTANT NOTICE REGARDING PROPERTY TRANSFER AND INSPECTION REQUIREMENTS

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

YOU ARE HEREBY NOTIFIED TO REMEDY THE CONDITIONS AS STATED IN THE INSPECTION REPORT, TRANSFER THE PROPERTY OR APPLY FOR AN EXTENSION WITHIN 90 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.

### **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.

## OFFICE USE ONLY

Received By	Date Received	Date Paid
Approved By	Date Approved	
Documentation Checklist <input type="checkbox"/> COPY OF DEED <input type="checkbox"/> APPROVAL OR ESCROW <input type="checkbox"/> P-TAX/MY DEC <input type="checkbox"/> NEW PROPERTY FORM                      OWNER FORM <input type="checkbox"/> CURRENT SURVEY <input type="checkbox"/> FINAL WATER BILL	Inspection And Stamp Fee  <b>\$175.00</b>	

## INSPECTION STATUS

NEW INSPECTION	REINSPECTION	ESCROW INSPECTION	ESCROW REINSPECTION	IF APPROVED STAMP HERE
<input type="checkbox"/> APPROVED <input type="checkbox"/> PENDING	<input type="checkbox"/> APPROVED <input type="checkbox"/> PENDING	<input type="checkbox"/> APPROVED <input type="checkbox"/> PENDING	<input type="checkbox"/> APPROVED <input type="checkbox"/> PENDING	

**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 Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# SINGLE FAMILY REAL ESTATE TRANSFER INSPECTION FORM

OFFICE USE ONLY  
REPORT #PI26 - \_\_\_\_\_  
STAMP # \_\_\_\_\_

OFFICE USE ONLY		
INSPECTION CHECKLIST	YES	NO
1. Is address displayed to property identify residence for emergency vehicles? (PM 303.3)	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the foundation structurally sound? (PM 303.4, 303.5)	<input type="checkbox"/>	<input type="checkbox"/>
3. Are exterior surfaces provided with protective treatment and/or maintained free from holes, loose ore rotting boards which might admit rain or dampness to the interior? (PM 303.2, 303.6, 303.8)	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the roof structurally sound and free of defects which might admit rain or dampness to the interior? (PM 303.7, 303.11)	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>
6. If the residence has fence, is it legal and in good repair? (VC 9-18-1)	<input type="checkbox"/>	<input type="checkbox"/>
7. Do doors allow unobstructed exiting? (PM 303.13) Dead bolt locks, thumb turn only. (PM 702.3)	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the residence free of unsafe or broken windows? (PM 303.13)	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the residence comply with applicable zoning regulations regarding use, i.e. single-family, multi-family? (VC 6-3-1) What is the current zoning classification? _____	<input type="checkbox"/>	<input type="checkbox"/>
10. Are doors, floors, walls, cabinets and ceilings maintained in good condition? (PM 304.3)	<input type="checkbox"/>	<input type="checkbox"/>
11. Are all rooms provided with adequate light (natural or artificial) and ventilation (natural or mechanical)? (PM 403.1, 404.2)	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the residence free of an infestation of rodents or insects? (PM 306.1)	<input type="checkbox"/>	<input type="checkbox"/>
13. Are interior stairs and railings free of safety hazards and safe for entering and exiting? (PM 305.5)	<input type="checkbox"/>	<input type="checkbox"/>
14. Are all sinks, lavatories, bathtubs, and showers supplied with running water and maintained in a usable condition? (PM 403.2, 505.1)	<input type="checkbox"/>	<input type="checkbox"/>
15. Does the building and garage have gutters and do they properly discharge into yard? (VC 7-6-84)	<input type="checkbox"/>	<input type="checkbox"/>
16. Are all closet fixtures (incandescent or fluorescent) completely enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
17. Does the residence 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 residence have 100AMP service, and GFI receptacles installed within six feet of all water faucets and fixtures and/or areas exposed to weather?	<input type="checkbox"/>	<input type="checkbox"/>
18. Is gas supply free from leaks?	<input type="checkbox"/>	<input type="checkbox"/>
19. Does each level of the dwelling unit have properly located and operating smoke detectors (907.2.10 IFC) and carbon monoxide detectors? (Public Act 094-0741)	<input type="checkbox"/>	<input type="checkbox"/>
20. Is the heating unit and hot water heater properly installed and in working condition? (PM 603.1)	<input type="checkbox"/>	<input type="checkbox"/>
21. Is the residence free of inside or outside storage which could promote a health, fire, or safety problem? (PM 305.1)	<input type="checkbox"/>	<input type="checkbox"/>
22. If a residence has below grade sleeping room, does it satisfy exiting, emergency exiting, and ventilation requirements? (PM 702.4)	<input type="checkbox"/>	<input type="checkbox"/>
23. Does the residence 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, 404.5, 404.5.1, 404.5.2)	<input type="checkbox"/>	<input type="checkbox"/>
Signature of Inspector: _____ Date: _____		



## VILLAGE OF RIVER GROVE

2621 THATCHER AVE  
RIVER GROVE, ILLINOIS 60171  
PHONE: (708) 453-8007  
[BUILDINGDEPT@RIVERGROVEIL.GOV](mailto:BUILDINGDEPT@RIVERGROVEIL.GOV)

VILLAGE PRESIDENT  
DAVID B. GUERIN  
BUILDING COMMISSIONER  
CHUCK FREDRICKSON

### SINGLE FAMILY REAL ESTATE PROPERTY TRANSFER INSPECTION APPLICATION INSTRUCTIONS

1. Complete Property Transfer Application.
2. Sign Transfer Application (Owner or Authorized Party)
3. Pay Inspection and Stamp Fee - **\$175**.
4. Schedule Inspection – call Building Department (708) 453-8007.
5. Once Report is generated from Building Department, seller has 2 Options:
  - a. **SELLER TAKING RESPONSIBILITY FOR REPAIRS:**
    - Complete Repairs
    - Call for **Re-inspection**
  - b. **BUYER TAKING RESPONSIBILITY FOR REPAIRS:**
    - Complete **Occupancy Form**
    - Deliver required **ESCROW FEE** prior closing – **CASH** or **CERTIFIED FUNDS ONLY** – no personal checks or credit cards
    - Repairs must be completed within **60 days** of the closing date

### PRIOR TO CLOSING DATE

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

1. Call (708) 453-8007 within **24 hours** of closing to schedule **a final water reading**. Final water bill must be paid in full. **CASH** or **CERTIFIED FUNDS ONLY** – no personal checks or credit cards.
2. **PROVIDED BY SELLERS ATTORNEY:**
  - a. Copy of Illinois Real Estate Transfer Declaration (PTAX, MyDec)
  - b. Copy of Transaction Form (Warranty Feed, Deed in Trust, Assignment of Beneficial Interest, etc.)
  - c. Copy of **CURRENT Plat of Survey** (not older than 6 months)
3. **PROVIDED BY BUYER:**
  - a. New Property Owner Form Completed in Full – must be **ORIGINAL SIGNATURE**
  - b. Deliver the required **ESCROW FEE** and complete the **OCCUPANCY FORM** at the Village Hall prior to closing (if needed, see Part 5b)

**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)**