



RENTAL UNIT 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	Number of Units
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 \$ _____	

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: _____



RENTAL 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 building 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 building free of unsafe or broken windows? (PM 303.13)	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the building 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. Are all dwelling units 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 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?	<input type="checkbox"/>	<input type="checkbox"/>
18. Is gas supply free from leaks?	<input type="checkbox"/>	<input type="checkbox"/>
19. Does each dwelling unit have properly located and operating smoke and carbon monoxide detectors? (IFC 907.2.10, 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)	<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 building 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 the building has a below grade sleeping room, does it satisfy exiting, emergency exiting, and ventilation requirements? (PM 702.4)	<input type="checkbox"/>	<input type="checkbox"/>
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, 404.5, 404.5.1, 404.5.2)	<input type="checkbox"/>	<input type="checkbox"/>
Signature of Inspector: _____ Date: _____		



VILLAGE OF RIVER GROVE

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RIVER GROVE, ILLINOIS 60171
PHONE: (708) 453-8007

BUILDINGDEPT@RIVERGROVEIL.GOV

VILLAGE PRESIDENT
DAVID B. GUERIN
BUILDING COMMISSIONER
CHUCK FREDRICKSON

MULTI-FAMILY/RENTAL 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 – **SEE BELOW**.
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** prior to closing
 - 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

MULTI-FAMILY/RENTAL UNIT BUILDING INSPECTION AND STAMP FEES	
TWO FAMILY DWELLING UNIT	\$175
THREE FAMILY DWELLING UNIT	\$250
BUILDINGS WITH +3 DWELLING	\$250 + \$75/UNIT

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**