PRESALE INSPECTION INFORMATION AND REQUIREMENTS

The City of Northlake Municipal Ordinances requires inspection of all improved real estate (Single family, multi-family Commercial and Industrial) **prior to transfer** of the Property.

- Inspection should be ordered at least 30 days prior to closing.
- Fee includes initial inspection, a re-inspection and the transfer stamp.
- Inspections will be scheduled only after request application has been submit along with the fee to the Department of Building and Inspectional Services.
- A written report will be sent to the entity requesting the inspection.
- The seller of the property has the following options:
  - Correct all items listed as failed in the report and call for a re-inspection and receive a Certificate of Compliance upon payment of final water bill.
  - Sell the property "as is". The purchaser will have 120 days from the day of closing to make all repairs and call for a re-inspection. A Conditional Certificate of Occupancy will be issued to take to closing for signing upon payment of the final water bill.

FEE SCHEDULE

RESIDENTIAL			COMMERCIAL	INDUSTRIAL
Single Family Home	$250	0-3,000	$200	$400
Condo	$250	3,001-5,000	250	450
Multi-Family	$200 plus $30 per unit	5,001-8,000	300	500
		8,001-10,000	350	550
		10,001-15,000	400	600
		15,001-25,000	450	650
		25,001-100,000	500	700
		100,001 and over	550	750

CLOSING PROCEEDURES

- Call at least 4 days in advance to order a final water meter reading with the water dept. 708-343-8700. **NOTE: Personal checks are not accepted for final water bill payment.**
- Call at least 4 days in advance to see if there are any liens on the property contact Debbie in the city clerk's office 708-343-8700.
- The following items must be submitted before the Certificate of Occupancy the Conditional Certificate of Occupancy and the transfer stamp is issued.
  - Proof of final water bill payment
  - Proof of payment of liens.
  - The original deed that is transferring the property.
  - A current plat of survey if purchaser is assuming repairs they will have 120 days to submit an updated plat of survey

City of Northlake
DEPARTMENT OF BUILDING AND INSPECTIONAL SERVICES
55 E. NORTH AVENUE
NORTHLAKE, IL 60164
PHONE: 708-343-8700 FAX 708-343-8708
EMAIL: mkovacevich@northlakecity.com

REQUEST FOR RESIDENTIAL INSPECTION & TRANSFER STAMP

Date: _____

Address of Property to be inspected: _____

Seller's Name: _____

Address: _____

City, State, Zip Code: _____

Phone No.:_____ Cell No.: _____ Email: _____

Purchaser's Name: _____

Address: _____

City, State, Zip Code: _____

Phone No.:_____ Cell No.: _____ Email: _____

Real Estate Agent & Agency: _____

Address: _____

_____

Phone No.:_____ Cell No.: _____ Email: _____

Type of sale please check one

Foreclosure: _____ Short Sale: _____ Conventional: _____

Non-refundable fee enclosed: **$250.00**

City of Northlake
DEPARTMENT OF BUILDING AND INSPECTIONAL SERVICES
55 E. NORTH AVENUE
NORTHLAKE, IL 60164
PHONE: 708-343-8700 FAX 708-343-8708
EMAIL: mkovacevich@northlakecity.com

REQUEST FOR COMMERCIAL INDUSTRIAL INSPECTION AND TRANSFER STAMP

Date: _____

Address of Property to be inspected: _____

Square Footage of the Building: _____

Seller's Name: _____

Address: _____

City, State, Zip Code: _____

Phone No.:_____ Cell No.: _____ Email: _____

Purchaser's Name: _____

Address: _____

City, State, Zip Code: _____

Phone No.:_____ Cell No.: _____ Email: _____

Real Estate Agent & Agency: _____

Address: _____

_____

Fee Enclosed: _____