

## 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

<u>RESIDENTIAL</u>			<u>COMMERCIAL</u>	<u>INDUSTRIAL</u>
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 PROCEDURES

- 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 Compliance or Conditional Certificate of Compliance 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  
buildingdept@northlakecity.com

Date: \_\_\_\_\_

**Address of Property to be inspected:** \_\_\_\_\_

Seller's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Purchaser's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Real Estate Agent & Agency (Seller):** \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of sale please check one:**

Foreclosure: \_\_\_\_\_

Short Sale: : \_\_\_\_\_

Conventional: : \_\_\_\_\_

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