

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 report will be emailed to the entity(ies) requesting the inspection, from a Do Not Reply email address.
 - Please check the “Junk/Spam Inbox” as it may arrive there.
- The seller of the property has the following options:
 - Correct all items listed as ‘Uncorrected’ 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.

		<u>FEE SCHEDULE</u>		
<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

Once the Closing Date has been scheduled:

- Call at least 4 days in advance to order a “Final Water Meter Reading” with the Water Department 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 Deputy Clerk’s office 708-343-8700.
- The following items must be submitted **before** the Transfer Stamp, Certificate of Compliance or Conditional Certificate of Compliance is issued.
 - The original **deed** that is being used at the closing.
 - Proof of **final water bill payment**
 - Proof of **payment of liens**.
 - A current **plat of survey**
 - *If purchaser is assuming repairs, they will have 120 days to submit an updated plat of survey*
 - **MLS Listing Sheet**
 - **Real Property Disclosure Report**

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**