

**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

**REQUEST FOR COMMERCIAL INDUSTRIAL INSPECTION AND TRANSFER STAMP**

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

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

Square Footage of the Building: \_\_\_\_\_

**Seller / Lessor's Name:** \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

Fee Enclosed: \_\_\_\_\_

## 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

#### 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 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.
  - Proof of **final water bill payment**
  - Proof of **payment of liens**.
  - The **deed** that is being used at the closing.
  - A current plat of survey

*If purchaser is assuming repairs, they will have 120 days to submit an updated plat of survey*