

VILLAGE REQUIREMENTS FOR CLOSING ON PROPERTY IN EVERGREEN PARK

9418 South Kedzie Avenue

PHONE: (708) 229-3333 or email to Roxanna Nix at rnix@evpkadm.org

1. ZONING COMPLIANCE

- A) Obtain a zoning compliance form for property sales from the Building Department at 9418 S. Kedzie Ave or on our website: www.evergreenpark-ill.com
- B) Complete forms and drop off at the Building Department, or email to: rnix@evpkadm.org
(The property index number needed for this form can be found on a tax bill)

2. INSPECTION

- A) Contact the Building Department at (708) 229-3333 to set up a date for your property inspection.
- B) If **violations** are found, they may be repaired by the seller, and a re-inspection must take place, OR ...
- C) If the property is **sold as-is**, a letter from the buyers' attorney, on attorney letterhead, stating that a building permit will be applied for within 30 days of closing to repair/fix all violations. This letter must be signed by the buyer(s) and **submitted to the Building Department before transfer stamps can be issued.**
- D) Inspections must be scheduled a minimum of 5 days prior to closing. Inspections are good for 90 days.

3. FINAL WATER READING

- A) You must call the Water Department at (708) 229-3361 to set up your final water reading before closing, which should be done no more than 3 days before the purchase of transfer stamps.
- B) Payments will be taken at the time the stamps are purchased (personal checks or cash will not be accepted). Call (708) 229-3359 to find out the exact amount of your water bill.
- C) Final water bill payment must be separate from transfer stamp fee.

4. TRANSFER STAMPS

- A) After zoning compliance is complete, inspections have passed or a letter was submitted, and the final water reading has been done, you may purchase the transfer stamps at the Village Hall Administration Building, 9418 S. Kedzie Ave.
- B) Transfer stamps are \$5 per \$1,000 of the selling price.
- C) \$100 inspection fee and \$50 zoning fee will be added to the total of the stamps and paid for at the time you purchase the transfer stamp.
- D) Transfer stamp fee must be separate from the water bill payment.
- E) **PERSONAL CHECKS WILL NOT BE ACCEPTED!** (You may pay with a cashier's check/money order/ attorney/ realtor check or cash).

CLOSING FEES

Zoning Compliance \$50.00
Inspection (single-family residence) \$100.00
Final Water Bill (Amount is based on usage up until the day it goes out of your name)
Transfer Stamps \$5 per \$1,000 of the selling price
All outstanding tickets, fines or liens must be paid prior to the purchase of stamps.

If paying by cashier's check/money order/attorney or realtor check, please have the final water bill amount on one check and zoning, inspection, and transfer stamps on a second check.

**DO NOT INCLUDE FINAL WATER BILL AMOUNT ON THE SAME CHECK AS THE TRANSFER STAMPS...
IT WILL NOT BE ACCEPTED!**

NO PERSONAL CHECKS WILL BE ACCEPTED

VILLAGE OF EVERGREEN PARK
CERTIFICATION OF ZONING COMPLIANCE
Evergreen Park Municipal Code Section 5-267

BUILDING DEPT
9418 S KEDZIE AVE
EVERGREEN PARK, IL 60805

PHONE: 708-229-3333

E-MAIL: rnix@evpkadm.org

INSTRUCTIONS: This form must be filled out completely, signed by one of the grantors, sellers or his or her attorney and presented to the Building Dept. We will make no on-site internal inspections without the owner's consent. The inspection fee of \$100.00 is required at the time Transfer Stamps are obtained. Checks payable to: Village of Evergreen Park

1. ADDRESS OF PREMESIS:

2. PERMANENT REAL ESTATE INDEX NUMBER:

3. NUMBER OF DWELLING UNITS:

5. ACCESS INFORMATION IF AN INTERIOR/ON-SITE
INSPECTION IS REQUIRED.

NAME: _____

THE DEPARTMENT WILL CONTACT:

NAME: _____

ADDRESS: _____

PHONE: _____

CITY: _____ STATE _____ ZIP _____

TIME: _____ AM/PM _____

6. PERSON TO BE CONTACTED WHEN THE CERTIFICATE HAS BEEN ISSUED OR DENIED

NAME: _____

E-MAIL: _____

PHONE: _____

FAX: _____

7. SIGNATURE:

DATE:

PROPERTY STATUS AFTER PURCHASE:

OWNER OCCUPIED _____

RENTAL _____

DO NOT FILL IN BELOW THIS LINE – VILLAGE OF EVERGREEN PARK USE ONLY

BUILDING DEPARTMENT CERTIFIES:

APPROVED: ☐ DATE: _____

1 ZONING DISTRICT _____

2 NUMBER OF DWELLING UNITS AS OF
THE DATE OF CERTIFICATION _____

DENIED: ☐ REASON: _____

IF YOU DISAGREE WITH THE VILLAGE'S DETERMINATION, YOU MUST ASK FOR A RECONSIDERATION
WITHIN 5 DAYS

DO NOT FILL IN BELOW THIS LINE – VILLAGE OF EVERGREEN PARK USE ONLY

RECONSIDERATION REQUEST: DATE _____

APPROVED: ☐ DATE: _____

NAME: _____

DENIED: ☐ REASON: _____



VILLAGE OF EVERGREEN PARK
POINT OF SALE INSPECTION REQUEST

BUILDING DEPT – 9418 S KEDZIE AVE., EVERGREEN PARK, IL 60805

PHONE: 708-229-3333

E-MAIL: rnix@evpkadm.org

DATE OF REQUEST: _____

PROPERTY ADDRESS: _____

PERSON REQUESTING: _____

PHONE NUMBER: _____

E-MAIL: _____

PROPERTY INDEX NUMBER: _____

ROOM SIZES

LIVING ROOM: _____

DINING ROOM: _____

KITCHEN: _____

NUMBER OF BATHS: _____

BEDROOM 1: _____

BEDROOM 2: _____

BEDROOM 3: _____

BEDROOM 4: _____

FINISHED BASEMENT: YES _____ NO _____

NUMBER OF OCCUPANTS: _____

(To be completed by Building Dept)

COMMENTS: _____

SAMPLE LETTER: MUST BE PROVIDED ON ATTORNEY'S LETTERHEAD

TO: VILLAGE OF EVERGREEN PARK
BUILDING DEPT
9418 S KEDZIE AVE
EVERGREEN PARK, IL 60805

PHONE: 708-229-3333
E-MAIL: rnix@evpkadm.org

DATE: _____

RE: Purchase and sale of _____, Evergreen Park, IL

Pursuant to the agreement of the Purchaser and Seller of the above referenced property, the buyer _____ is accepting the responsibility for the corrections and repair of the violations as stated in the Point of Sale inspection report.

Required permits must be applied for within **30 days** of the sale of property and completed within the allotted permit time (1 year). Re-inspections will be required on all outstanding violations.

Failure to submit for required permits will result in citations.

SIGNATURE OF PURCHASER: _____

PRINTED NAME OF PURCHASER: _____

CURRENT ADDRESS OF PURCHASER: _____

PHONE # OF PURCHASER: _____

SIGNATURE OF ATTORNEY: _____

PRINTED NAME OF ATTORNEY: _____

DATE: _____

VILLAGE OF EVERGREEN PARK
CERTIFICATE OF HOUSING INSPECTION
(Residential Change of Ownership)

DATE: _____

ADDRESS OF PROPERTY: _____

PROPERTY STATUS AFTER PURCHASE:

OWNER OCCUPIED _____ **INVESTMENT** _____ **RENTAL** _____

NEW TITLED OWNER: _____

NEW PROPERTY OWNERS NAME: _____

NEW PROPERTY OWNERS MAILING ADDRESS (NOT ADDRESS OF PROPERTY):

NEW PROPERTY OWNERS PHONE NUMBER: _____

NEW PROPERTY OWNERS E-MAIL: _____

DO NOT FILL IN BELOW THIS LINE – VILLAGE OF EVERGREEN PARK USE ONLY

VILLAGE OF EVERGREEN PARK APPROVED USE: _____

VILLAGE OF EVERGREEN PARK ZONING CLASS: _____

VILLAGE OF EVERGREEN PARK APPROVED NUMBER OF OCCUPANTS: _____

This Certificate of HOUSING INSPECTION certifies that this property has been inspected by the Village of Evergreen Park Building Department and that this property conforms to the requirements of the International Residential Property Maintenance code and to all Village of Evergreen Park codes and ordinances at the time of inspection. Any changes made to this property after this inspection without approval of the Village of Evergreen Park will be considered illegal.

Building Commissioner

**VILLAGE OF EVERGREEN PARK-REAL ESTATE TRANSFER TAX
EFFECTIVE FEBRUARY 1, 1996**

[] DECLARATION

[] EXEMPTION

- (1) This form must be filled out completely, signed by at least one of the sellers, and presented to the Office of the Village Clerk, 9418 S. Kedzie Avenue, Evergreen Park, IL, 60805 at the time of purchase of real estate transfer stamps. The stamps must be affixed to the deed before recording.
- (2) The full actual amount of consideration of the transaction is the amount upon which the tax is to be computed. Both the full actual consideration of the transaction and the amount of the tax stamps required must be stated on this declaration.
- (3) Tax stamps may not be issued unless all water, sewer and refuse charges have been paid in full and a certificate of housing inspection has been issued for all residential housing property.
- (4) For additional information, please call the Village Clerk at (708) 422-1551, Monday, 8:30am-7pm; Tuesday through Friday, 8:30am-5pm, except Wednesdays 8:30am-1:30pm.
- (5) **A REFUND for any UNUSED transfer stamp will ONLY be given within six months of the date of issuance. The unused stamp must be returned to the Village Clerk in order for the refund to be processed. There is a processing fee of \$10 that will be deducted from the refund.**

Street Address of Property _____

Permanent Property Index Number _____

Full Actual Consideration (include amount of mortgage
and value of liabilities assumed)

\$ _____

Amount of Tax (\$5 per \$1,000 or fraction thereof
of full actual consideration, minimum \$100)

\$ _____

I hereby declare that this transaction is exempt from taxation under the Evergreen Park Real Estate Transfer Tax Ordinance by paragraph(s) _____ of Section 18.54 (see EXEMPTIONS)

Explanation of exemption claimed: _____

We hereby declare that the full actual consideration and above facts contained in this declaration to be true and correct.

Purchaser: _____
Names(no signature required).

Address: _____

Phone: _____

Contact Name (if Company / LLC): _____

Seller Name: _____

Phone: _____

Forwarding Address: _____

Signature: _____
Seller or Agent; By signing this I agree to the above terms

Date Signed: _____

EXEMPTIONS

Sec. 18-64. Exempt Transfers

Subject to the requirement contained in Section 18-55(c), the following transfers are exempt from the tax imposed by this Article:

- A) Transfers of real property made prior to January 1, 1986 where the deed was recorded on or before December 1, 1986, and assignments of beneficial interest in real property dated prior to November 1, 1986 where the assignment was delivered on or before December 1, 1986;
- B) Transfers involving real property acquired by or from any governmental body or acquired by any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious or educational purposes, or acquired by any international organization not subject to local taxes under applicable law provided that the property being transferred qualifies or will qualify as tax-exempt for Illinois real property tax purposes;
- C) Transfers in which the deed, assignment or other instrument of transfer secures debt or other obligations such as mortgages and trust deeds;
- D) Transfers in which the deed, assignment or other instrument of transfer, without additional consideration, confirms, corrects, modifies or supplements a deed, assignment or other instrument or transfer previously recorded or delivered;
- E) Transfers without consideration;
- F) Transfers in which the deed is a tax deed;
- G) Transfers in which the deed, assignment, or other instrument of transfer releases property which secures debt or other obligations such as release of mortgage;
- H) Transfers in which the deed is a deed of partition; provided, however, that if a party receives a share greater than its undivided interest in the real property, then such party shall be liable for tax computed upon any consideration paid for the excess.
- I) Transfers between a subsidiary corporation and its parent or between subsidiary corporations of a common parent either pursuant to a plan of merger or consolidation or pursuant to agreement providing for the sale of substantially all of the seller's assets.
- J) Transfers from a subsidiary corporation to its parent for no consideration other than the cancellation or surrender of the subsidiary's stock and transfers from a parent corporation to its subsidiary for no consideration other than the issuance or delivery to the parent of the subsidiary's stock.
- K) Transfers made pursuant to a confirmed plan of reorganization as provided under Section 11-46(c) of Article 11 of the United States Bankruptcy Code of 1978, as amended;
- L) Transfers in which the deed or other instrument of transfer is issued to the mortgagee or secured creditor pursuant to a mortgage or security interest foreclosure proceeding or sale or pursuant to a transfer in lieu of foreclosure, but not including transfers where consideration is paid.
- M) Transactions made between an executor or administrator and the heirs of an estate, but not including transfers where consideration is paid.
- N) Transactions made between any person acting in a fiduciary capacity to a successor fiduciary;

Exempt transfers shall have the wording "Village of Evergreen Park Exempt Real Estate Transfer Tax" stamped thereon by the Village Clerk or its agent.