



Property Transfer Inspection – Application

(Fee: \$55 Residential \$120 Commercial)

Instructions:

1. Complete application making sure to date it and sign it.
2. Include a copy of the most recent **Plat of Survey** for the property.

CONTACT INFORMATION

Applicant Name: _____

Company Name (if applicable): _____

Email (required): _____ Phone (required): _____

PROPERTY TO BE TRANSFERRED/SOLD

Address: _____

DATE OF CLOSING/SALE/TRANSFER: _____

Current Owner's Name: _____

Current Owner's Forwarding/New Address: _____

Person to Contact to Schedule Inspection: _____

Email (required): _____ Phone (required): _____

Rental property - Current or Future: **YES** **NO**

NEW OWNER/BUYER INFORMATION

Name of Owner/Buyer: _____

Buyer's Address: _____

Email (required): _____ Phone (required): _____

I am requesting this inspection and I understand it is the current owner's responsibility to pay for and arrange the building compliance inspection. Further, I understand that if items are found in violation of the City of Highwood ordinances, including the property maintenance ordinance and/or the City of Highwood health and housing codes, these violations must be corrected in a timely manner to avoid enforcement action. **It's the responsibility of the current owner to request and deliver to the purchaser a copy of the inspection report prior to executing the property transfer contract.**

In addition to this application, please provide a Plat of Survey for the property. Also, any commercial/business tenants must apply separately with the City for a Certificate of Occupancy prior to opening a new business.

Prior to the sale of the property contact City Hall and complete the [water service move-in/move-out form](#).

To schedule your **property transfer inspection** please email Adrian Marquez at amarquez@cityofhighwood.org and attach this completed form and make payment at City Hall.

If you should have any questions, feel free to contact the City of Highwood Building Department at **847.432.1924**.

Print Name: _____

Signature: _____ **Date:** _____