



CONDO REAL ESTATE TRANSFER APPLICATION AND INSPECTION FORM

2621 THATCHER AVE, RIVER GROVE, ILLINOIS 60171

PHONE: (708) 453-8007 • E-MAIL: BUILDINGDEPT@RIVERGROVEIL.GOV

VILLAGE PRESIDENT DAVID B. GUERIN

BUILDING COMMISSIONER CHUCK FREDRICKSON

OFFICE USE ONLY

REPORT #PI26 - _____ STAMP # _____

INSPECTED BY: _____

ISSUED BY/DATE: _____

RECEIVED BY: _____

PRINT NAME: _____

CURRENT OWNER INFORMATION (please print)

PROPERTY ADDRESS: _____, RIVER GROVE, IL 60171		UNIT NO.: _____
Name		
Owner Address	City, State, Zip	
Phone	Cell Phone	
E-mail	PIN	

APPLICANT/SELLER INFORMATION (if different)

Name	
Street Address	City, State, Zip
Home/Cell Phone Number	E-mail

IMPORTANT NOTICE REGARDING PROPERTY TRANSFER AND INSPECTION REQUIREMENTS

IT IS THE OBLIGATION OF THE PRESENT OWNER TO ENSURE THAT A COPY OF THE INSPECTION REPORT IS PROVIDED TO THE NEW RECORDED OWNER

YOU ARE HEREBY NOTIFIED TO REMEDY THE CONDITIONS AS STATED IN THE INSPECTION REPORT, TRANSFER THE PROPERTY OR APPLY FOR AN EXTENSION WITHIN 90 DAYS FROM THE DATE OF THIS ORDER. AN APPEAL FROM THIS ORDER MAY BE MADE WITHIN 10 DAYS FROM THE DATE OF SERVICE. DIRECT SUCH APPEAL FOR A HEARING BEFORE THE RIVER GROVE BUILDING COMMISSIONER IN WRITING, 2621 THATCHER AVE, RIVER GROVE, ILLINOIS 60171.

DISCLAIMER – PLEASE READ CAREFULLY BEFORE SIGNING

THE VILLAGE DOES NOT WARRANT THE CONDITION OF ANY PROPERTY INSPECTED AND SHALL NOT BE RESPONSIBLE FOR ANY CLAIMS ARISING OUT OF THE PROPERTY OR THE CONDITION THEREOF. THE VILLAGE DOES NOT WARRANT THAT ALL DEFICIENCIES ARE LISTED IN THE “CERTIFICATE OF OCCUPANCY” OR BY ISSUANCE OF AN INSPECTION STAMP; AND IT DOES NOT WARRANT ANYTHING AS TO THE CONDITION OF THE PROPERTY OR THE LIABILITY THEREOF.

OFFICE USE ONLY

Received By	Date Received	Date Paid
Approved By	Date Approved	
Documentation Checklist ☐ COPY OF DEED ☐ APPROVAL OR ☐ P-TAX/MY DEC COMPLETE OCCUPANCY FORM FORM (ESCROW)	Inspection And Stamp Fee \$125.00	

INSPECTION STATUS

NEW INSPECTION	REINSPECTION	ESCROW INSPECTION	ESCROW REINSPECTION	IF APPROVED STAMP HERE
☐ APPROVED ☐ PENDING	☐ APPROVED ☐ PENDING	☐ APPROVED ☐ PENDING	☐ APPROVED ☐ PENDING	

**I HEREBY AUTHORIZE THE VILLAGE OF RIVER GROVE'S BUILDING DEPARTMENT TO MAKE AN ON-SITE
INSPECTION OF THE BUILDING/PREMISES LOCATED AT THE ADDRESS INDICATED AT THE TOP OF THE FORM.**

Owner/ Authorized Party Signature: _____ Date: _____



CONDO REAL ESTATE TRANSFER INSPECTION FORM

OFFICE USE ONLY
REPORT #PI26 – _____
STAMP # _____

OFFICE USE ONLY		
INSPECTION CHECKLIST	YES	NO
1. Is address displayed to property identify residence for emergency vehicles? (PM 303.3)	☐	☐
2. Are exterior surfaces provided with protective treatment and/or maintained free from holes, loose ore rotting boards which might admit rain or dampness to the interior? (PM 303.2, 303.6, 303.8)	☐	☐
3. Do doors allow unobstructed exiting? (PM 303.13) Dead bolt locks, thumb turn only. (PM 702.3)	☐	☐
4. Is the residence free of unsafe or broken windows? (PM 303.13)	☐	☐
5. Does the residence comply with applicable zoning regulations regarding use, i.e. single-family, multi-family? (VC 6-3-1) What is the current zoning classification? _____	☐	☐
6. Are doors, floors, walls, cabinets and ceilings maintained in good condition? (PM 304.3)	☐	☐
7. Are all rooms provided with adequate light (natural or artificial) and ventilation (natural or mechanical)? (PM 403.1, 404.2)	☐	☐
8. Is the residence free of an infestation of rodents or insects? (PM 306.1)	☐	☐
9. Are interior stairs and railings free of safety hazards and safe for entering and exiting? (PM 305.5)	☐	☐
10. Are all sinks, lavatories, bathtubs, and showers supplied with running water and maintained in a usable condition? (PM 403.2, 505.1)	☐	☐
11. Are all closet fixtures (incandescent or fluorescent) completely enclosed?	☐	☐
12. Does the residence have electrical panel(s), and all exposed wiring installed and maintained in a safe manner? (PM 604.1, 604.2, 604.3) Also, does the residence have 100AMP service, and GFI receptacles installed within six feet of all water faucets and fixtures and/or areas exposed to weather?	☐	☐
13. Is gas supply free from leaks?	☐	☐
14. Does each level of the dwelling unit have properly located and operating smoke detectors (907.2.10 IFC) and carbon monoxide detectors? (Public Act 094-0741)	☐	☐
15. Is the heating unit and hot water heater properly installed and in working condition? (PM 603.1)	☐	☐
16. Is the residence free of inside or outside storage which could promote a health, fire, or safety problem? (PM 305.1)	☐	☐
17. If a residence has below grade sleeping room, does it satisfy exiting, emergency exiting, and ventilation requirements? (PM 702.4)	☐	☐
18. Does the residence comply with all occupancy limitations regarding privacy, access, overcrowding, etc. (PM 403.1, 404.4, 404.4.1, 404.4.2, and 404.4.3, 404.4.5, 404.5, 404.5.1, 404.5.2)	☐	☐
Signature of Inspector: _____ Date: _____		



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DAVID B. GUERIN
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CONDOMINIUM REAL ESTATE PROPERTY TRANSFER INSPECTION APPLICATION INSTRUCTIONS

1. Complete Property Transfer Application.
2. Sign Transfer Application (Owner or Authorized Party)
3. Pay Inspection and Stamp Fee - **\$125**.
4. Schedule Inspection – call Building Department (708) 453-8007.
5. Once Report is generated from Building Department, seller has 2 Options:
 - a. **SELLER TAKING RESPONSIBILITY FOR REPAIRS:**
 - Complete Repairs
 - Call for **Re-inspection**
 - b. **BUYER TAKING RESPONSIBILITY FOR REPAIRS:**
 - Deliver the required **ESCROW FEE** prior to closing – **CASH** or **CERTIFIED FUNDS ONLY** – no personal checks or credit cards
 - Repairs must be completed within **60 days** of the closing date

PRIOR TO CLOSING DATE

THE FOLLOWING MUST BE RECEIVED IN ORDER TO PICK UP TRANSFER STAMP:

1. **PROVIDED BY SELLERS ATTORNEY:**
 - a. Copy of Illinois Real Estate Transfer Declaration (PTAX, MyDec)
 - b. Copy of Transaction Form (Warranty Feed, Deed in Trust, Assignment of Beneficial Interest, etc.)
2. **PROVIDED BY BUYER:**
 - a. Deliver the required **ESCROW FEE** and complete the **OCCUPANCY FORM** at the Village Hall prior to closing (if needed, see Part 5b)

PLEASE NOTE: If the procedures outlined above are not followed it may result in a delay in closing.
The Village of River Grove is not responsible for any delay in closing if procedures are not followed.

**CONTACT THE BUILDING DEPARTMENT WITH ANY QUESTIONS AT (708) 453-8007
OR EMAIL US AT BUILDINGDEPT@RIVERGROVEIL.GOV**