



COMMERCIAL 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

Name		
Owner Address	City, State, Zip	Total Square Foot of Property
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 ESCROW ☐ P-TAX/MY DEC ☐ NEW PROPERTY FORM OWNER FORM ☐ CURRENT SURVEY ☐ FINAL WATER BILL	Inspection And Stamp Fee \$ _____	

INSPECTION STATUS

NEW INSPECTION ☐ APPROVED ☐ PENDING	REINSPECTION ☐ APPROVED ☐ PENDING	ESCROW INSPECTION ☐ APPROVED ☐ PENDING	ESCROW REINSPECTION ☐ APPROVED ☐ PENDING	IF APPROVED STAMP HERE
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**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: _____



COMMERCIAL 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. Is the foundation structurally sound? (PM 303.4, 303.5)	☐	☐
3. 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)	☐	☐
4. Is the roof structurally sound and free of defects which might admit rain or dampness to the interior? (PM 303.7, 303.11)	☐	☐
5. Are exterior stairs, porches and sidewalks maintained free of safety hazards and safe for entering and exiting? (PM 303.3, PM 303.10, 303.11, 303.12)	☐	☐
6. If the building has fence, is it legal and in good repair? (VC 9-18-1)	☐	☐
7. Do doors allow unobstructed exiting? (PM 303.13) Dead bolt locks, thumb turn only. (PM 702.3)	☐	☐
8. Is the building free of unsafe or broken windows? (PM 303.13)	☐	☐
9. Does the building comply with applicable zoning regulations regarding use, i.e. single-family, multi-family? (VC 6-3-1) What is the current zoning classification? _____	☐	☐
10. Are doors, floors, walls, cabinets and ceilings maintained in good condition? (PM 304.3)	☐	☐
11. Are all rooms provided with adequate light (natural or artificial) and ventilation (natural or mechanical)? (PM 403.1, 404.2)	☐	☐
12. Are all dwelling units free of an infestation of rodents or insects? (PM 306.1)	☐	☐
13. Are interior stairs and railings free of safety hazards and safe for entering and exiting? (PM 305.5)	☐	☐
14. Are all sinks, lavatories, bathtubs, and showers supplied with running water and maintained in a usable condition? (PM 403.2, 505.1)	☐	☐
15. Does the building and garage have gutters and do they properly discharge into yard? (VC 7-6-84)	☐	☐
16. Are all closet fixtures (incandescent or fluorescent) completely enclosed?	☐	☐
17. Does the building 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 building have GFI receptacles installed within six feet of all water faucets and fixtures and/or areas exposed to weather?	☐	☐
18. Is gas supply free from leaks?	☐	☐
19. Does the building have properly installed fire alarm system? Does the front and rear stairway have smoke detectors of the proper type and location? (PM 704.1, P.A. 85-143)	☐	☐
20. Is the heating unit and hot water heater properly installed and in working condition? (PM 603.1)	☐	☐
21. Is the building free of inside or outside storage which could promote a health, fire, or safety problem? (PM 305.1)	☐	☐
22. Does the building have a sprinkler system and is it installed and maintained in a proper manner? (PM 704.1, PM 704.2, PM 704.3)	☐	☐
23. Do the dwelling units 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)	☐	☐
24. Does the building have properly operating exit and emergency lights?	☐	☐
Signature of Inspector: _____ Date: _____		



VILLAGE OF RIVER GROVE

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VILLAGE PRESIDENT
DAVID B. GUERIN
BUILDING COMMISSIONER
CHUCK FREDRICKSON

COMMERCIAL BUILDING PROPERTY TRANSFER INSPECTION APPLICATION INSTRUCTIONS

1. Complete Property Transfer Application.
2. Sign Transfer Application (Owner or Authorized Party)
3. Pay Inspection and Stamp Fee – **SEE BELOW**.
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** prior to closing
 - b. **BUYER TAKING RESPONSIBILITY FOR REPAIRS:**
 - Complete **Occupancy Form**
 - Deliver required **ESCROW FEE** prior closing – **CASH** or **CERTIFIED FUNDS ONLY** – no personal checks or credit cards
 - Repairs must be completed within **60 days** of the closing date

COMMERCIAL BUILDING INSPECTION AND STAMP FEES	
LESS THAN 3,000 SQ.FT. OF AREA	\$400
3001 TO 10,000 SQ.FT. OF AREA	\$500
10,001 TO 20,000 SQ.FT. OF AREA	\$600
20,001 TO 100,000 SQ.FT. OF AREA	\$800
MORE THAN 100,000 SQ.FT. OF AREA	\$900
AREA IN EXCESS OF 150,000 SQ.FT.	\$125 PER EACH ADDITIONAL 50,000 SQ.FT.

PRIOR TO CLOSING DATE

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

1. Call (708) 453-8007 within **24 hours** of closing to schedule a **final water reading**. Final water bill must be paid in full. **CASH** or **CERTIFIED FUNDS ONLY** – no personal checks or credit cards.
2. **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.)
 - c. Copy of **CURRENT Plat of Survey** (not older than 6 months)
3. **PROVIDED BY BUYER:**
 - a. New Property Owner Form Completed in Full – must be **ORIGINAL SIGNATURE**
 - b. 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**