



# Village of South Chicago Heights

## TRANSFER CERTIFICATE COMPLIANCE APPLICATION

Notice is hereby given that the property hereinafter described is changing ownership and the undersigned, on behalf of the owner of said property, hereby requests the Village of South Chicago Heights to inspect the premises hereafter described, both interior and exterior, and does hereby consent to said inspection(s) which expires in 90 days from date inspection was complete. You must apply at least two weeks prior to closing of property.

Property Address: \_\_\_\_\_ Pin Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 0000

Current Owner/Grantor: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
(please print)

Current Co-Owner/Co-Grantor: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
(please print)

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

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please check all appropriate areas:  Property purchased from HUD  Property purchased from the VA

\_\_\_\_\_ Single family residence \_\_\_\_\_ Condo, Townhouse \_\_\_\_\_ Two Unit \_\_\_\_\_ Vacant \_\_\_\_\_ Other

\_\_\_\_\_ Multi-unit (No. of units \_\_\_\_\_) \_\_\_\_\_ \*Commercial \_\_\_\_\_ \*Mixed use (commercial & residential)

\*Must indicate square footage of commercial and mixed-use properties: \_\_\_\_\_ sq. ft.

New Owner/Grantee: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
(please print)

New Co-Owner/Co-Grantee: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
(please print)

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**WILL NEW OWNER(S) OCCUPY THIS PROPERTY? \_\_\_\_\_ YES \_\_\_\_\_ NO**

Agent's Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

**THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY ALONG WITH ALL NECESSARY DOCUMENTS, PROOF OF OWNERSHIP AND RETURNED WITH PAYMENT BEFORE INSPECTION IS SCHEDULED. INSPECTION EXPIRES 90 DAYS FROM DATE OF INSPECTION. MUST HAVE A BUYER TO RECEIVE A TRANSFER CERTIFICATE.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Driver's License/State I.D #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Seal

\_\_\_\_\_  
Notary Public

Payment Type: \_\_\_\_\_ Receipt #: \_\_\_\_\_

**Village of  
South Chicago Heights**

**TRANSFER CERTIFICATE COMPLIANCE APPLICATION**

<b>TYPE OF DOCUMENT</b>	<b>AMOUNT DUE:</b>	<b>ATTACH PROOF &amp; CLERK INITIALS:</b>
Final Water Bill		
Outstanding Citations		
Lien Released ( <i>if Applicable</i> )		
Required Certification: Roof/Infestation/Furnace		
Deed/Closing Documents		
"As-Is" Buyers Affidavit ( <i>If Applicable</i> )		
Buyer Basement Affidavit ( <i>If Applicable</i> )		
<b>BELOW FOR COMMERCIAL PROPERTY ONLY</b>		
Fire Detection Certificate		

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***Do Not Write Below This Line-For Official Use ONLY!***

Date Fee Paid \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Receipt# \_\_\_\_\_

**SUPERVISOR/MANAGER**

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**TRANSFER CERTIFICATE ISSUED:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*Transfer Certificate Cannot be issued without below signature*

**PICKED UP BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Must provide state issued ID*

# Village of South Chicago Heights

## **TRANSFER CERTIFICATE COMPLIANCE APPLICATION**

South Chicago Heights Municipal Code Sec.14-11 requires a Certificate of Compliance inspection for all proposed changes in ownership within the Village of South Chicago Heights. The following information is provided to help guide you through the process.

- 1. INSPECTION** - The property must be inspected. Once the application is completed, and the required fee is paid, an inspection will be scheduled. The inspection report expires 90 days from the date of inspection. If you do not close within 90 days, a new inspection & fees are required. Applications and inspection dates are done at the Village Hall. Allow up to 2 weeks for the property inspection appointment to be scheduled.
  - Fees: \$175.00 for ***single family dwelling*** (includes first and final inspection-\$50.00 thereafter for each inspection which is payable before inspection is scheduled).
  - \$175.00 plus \$25.00 per unit for ***multi-unit dwellings*** (includes first and final inspection-\$50.00 thereafter for each inspection which is payable before inspection is scheduled).
  - \$200.00 plus \$25.00 per unit for ***commercial/industrial*** properties (includes first and final inspection-\$50.00 thereafter for each inspection which is payable before inspection is scheduled).

**\*\*\*Missed appointments-unless cancelled at least one business day in advance by contacting the building department at Village Hall, shall incur a penalty of \$50.00 for a single-family dwelling or 2 unit building and a penalty of \$100.00 per building for a commercial/industrial structure\*\*\***

- 2. CERTIFICATE OF COMPLIANCE**-The “Transfer Certificate” will be issued when there are no violations, or violations are corrected, and all documentation is submitted:  
Payment of all debt due and owed to the Village including a final water bill, outstanding tickets/property maintenance violations, etc. (No personal checks accepted)
  - Roof certification
  - Furnace certification
  - Water heater and HVAC certification
  - Proof of a termite inspection (and proof of treatment, if needed)
  - Basement affidavit, if applicable.

**Please note that Municipal code, Life Safety, and Fire code violations must be corrected.**

The only exceptions to the municipal code, Life Safety, & Fire code violations would be if the property was purchased “As-Is” the new owner can assume the violation in an affidavit”. Conditional Compliance Certificates may be issued when the new owner will assume the responsibility of making repairs to the property within 45 days by signing the purchaser’s closing affidavit. Please contact the Village Hall’s building department at (708)755-1880 for information on obtaining any permits. **Property cannot be occupied until all violations are corrected.**

- 3. FINAL WATER BILL**-Final meter readings are conducted Monday through Friday, depending on availability. Before a final bill can be generated, the property must be VACANT. Upon finalizing the water account, the water will be turned off. A final bill must be paid prior to closing before a transfer certificate will be issued. The only exception to this is if/when a multi-unit property is being sold and there are tenants occupying the premises. In this case, the final bill will be generated and the water application for the new owner processed simultaneously. This will prevent any lack of water service to the property. Steps 1-3 must be completed before a change in ownership can take place.