

# VILLAGE OF HILLSIDE

## REQUIREMENTS FOR SALE OF RESIDENTIAL PROPERTY

\$50.00 Non refundable fee

Expires 6 months from issue date

### I. INSPECTIONS:

- A. **ELECTRICAL REQUIREMENTS:** (as noted in the Chicago Electrical Code)
  - 1. Three prong receptacles in all outlets including garage.
  - 2. GFI (Ground Fault Interrupters) protection on all outlets within 6 feet of water and any outside receptacles including garage.
  - 3. 100 amp. service.( Note: Any 100 amp. service upgrade must be done by a licensed electrical contractor with a Village of Hillside electrical permit).
  - 4. Smoke detectors on each level (including basement) and one within 15 feet of each sleeping area. CO detector within 15 feet of each sleeping area.
- B. **PROPERTY MAINTENANCE CONDITIONS:** (as noted in the International Property Maintenance Code)
  - 1. Peeling paint
  - 2. Condition of gutters and downspouts
  - 3. Broken/cracked windows
  - 4. Rotted/missing wood
  - 5. Garbage or debris accumulated or scattered on property
  - 6. Condition of fencing
  - 7. Tuckpointing
  - 8. Condition of driveway (stone or gravel driveways are prohibited)
- C. **SEWER CONDITIONS:** (as noted by the Metropolitan Water Reclamation District of Greater Chicago)
  - 1. Gutters and downspouts
  - 2. Sump pump
  - 3. Floor drains

This is only a summary of what the inspector will be looking at. A copy of the inspection reports will be given to the person meeting with our inspector. If you have any questions once the inspections are completed you can discuss them with the building inspector.

### II. APPOINTMENTS:

- A. Inspections are scheduled for Tuesday and Thursday between 7:00AM and 3:00PM. Contact the Public Works and Building Services office Monday through Friday, at 708-202-3434 to make your appointment.
- B. Contact Public Works one week in advance to schedule your final water meter reading. (You are responsible for all water usage until the final reading is taken.)

### III. VIOLATIONS:

- A. The **seller** is responsible for correcting all violations.
- B. If the **seller** makes arrangements for violations to be addressed by the buyer, the Village of Hillside requires a notarized letter from the buyer stating they "will be responsible for all violations to be completed within 60 days of closing".
- C. All violations **must** be brought to code and re-inspected.

### IV. PLAT OF SURVEY:

The Village of Hillside **requires** a copy of your current plat of survey that is being prepared for this sale. Please fax to our office at 708-202-3432.

### V. PURCHASE OF TRANSFER STAMPS:

To purchase transfer stamps please provide an original State of Illinois Tax Declaration form and guaranteed funds (cash, cashier's check or money order).

## SELLER CHECKLIST

\_\_\_ **ELECTRICAL INSPECTION**

\_\_\_ **PROPERTY MAINTENANCE INSPECTION**

\_\_\_ **SEWER INSPECTION**

\_\_\_ **NOTORIZED LETTER** (if needed)

\_\_\_ **PLAT OF SURVEY**

\_\_\_ **PAID: ANY OUTSTANDING FEES & PAST DUE WATER BILLS**

\_\_\_ **FINAL WATER METER READING APPOINTMENT**