

VILLAGE OF HILLSIDE

425 Hillside Avenue, Hillside, IL 60162

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' of water and any outside receptacles including garage.
 3. 100 amp. service. (Note: Any 100 amp. service upgrade must be completed 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 window(s)
 4. Rotted/missing wood
 5. Garbage or debris accumulated or scattered on property
 6. Condition of fencing
 7. Tuck pointing
 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 complete you can discuss them with the building inspector.

- II. APPOINTMENTS:**
- A. Inspections are scheduled between 7:00AM and 3:00PM, Monday through Friday. Contact the Public Works and Building Services office 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.) The final bill must be paid in full prior to the release of the Transfer Stamp to the buyer.

- III. VIOLATIONS:**
- A. The **seller** is responsible for correcting all violations.
- B. If arrangements are made 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 remedied to code and a scheduled presale compliance inspection performed.

- IV. PLAT OF SURVEY:**
- The Village of Hillside **requires** a current plat of survey that is being prepared for this sale. Please drop off at Village Hall, email to dpansino@hillside-il.org, or fax to our office at 708-202-3432. If the seller will not be providing a plat, Hillside requires a notarized letter from buyer stating they "will be responsible to turn in a plat within 30 days of closing date".

- V. PURCHASE OF TRANSFER STAMP: BUYERS RESPONSIBILITY** To purchase the transfer stamp please provide a State of Illinois Tax Declaration (MY DEC) form, Hillside Real Estate Tax Declaration form <https://www.hillside-il.org/files/2016/10/realestatetransferdeclarationform.pdf> and guaranteed funds (cash, cashier's check or money order).

SELLER CHECKLIST

___ **ELECTRICAL INSPECTION**

___ **PROPERTY MAINTENANCE INSPECTION**

___ **SEWER INSPECTION**

___ **NOTARIZED LETTER from buyer** (if needed for repairs from home inspection)

___ **PLAT OF SURVEY** or notarized letter from buyer

___ **PAID: ANY OUTSTANDING FEES & PAST DUE WATER BILLS**

___ **FINAL WATER METER READING APPOINTMENT**
Pay final bill @ Village Hall