

CHECKLIST PRIOR TO CLOSING

1. Contact the Village Hall to arrange for a Pre-Sale Home Inspection. Inspections must be requested several weeks in advance of your closing. Homeowners must come to the Village Hall to sign the inspection request and pay for the inspection. The fee for the initial inspection (and one re-inspect) is \$350.00 for each one-family dwelling. This fee is payable in certified funds or cash and is non-refundable (provided no inspection has been performed). Home Inspections are conducted on specific days of the week, therefore requests for “on the spot” inspections cannot be honored. ***Please note:***
 - The inspector must have access to the attic and/or crawl space (if applicable).
 - A copy of your real-estate listing sheet must be available for the inspector at the time of your appointment.
 - If a current plat of survey (that is, one showing all current structures on your property) is not available at the time of the inspection, one must be brought to the Village Hall prior to your closing.
 - Properties that are vacant or in foreclosure must have ALL utilities on prior to the Pre-sale inspection. Properties that have been winterized must have meter reconnected PRIOR to having the water service turned on for the inspection. Failure to comply will result in an additional \$150.00 to reschedule the water turn-on.

A copy of the violations will be presented to you at the time of the inspection, or if you are not present, they can be faxed or emailed to you.

The Village adopted the **2012 International Property Maintenance Code**. If electrical violations exist, the Village uses the **2011 National Electrical Code**. If plumbing violations exist, the Village uses the **2014 State of Illinois Plumbing Code**. When the house has been brought up to code, call the Building Department to schedule a re-inspection.

2. At least 24 hours prior to your closing date, call the Village Hall to arrange for a final water reading. The final bill will be ready to be paid on the day of closing after 9:00 a.m. Any outstanding tickets, fines or liens will need to be paid at that time also. **ONLY CERTIFIED FUNDS OR CASH WILL BE ACCEPTED. NO PERSONAL CHECKS.**
3. The new deed (that is, the one being used at the closing) must be presented to the Village Hall for the compliance stamp. A copy will not be accepted.
4. **The Presale Home Inspection report is valid for 6 months from the original inspection date.**
5. The Village requires homes to be in compliance in order to transfer. If the seller is unwilling to make the necessary repairs, the buyer may ask to have his/her attorney hold money in escrow for the repairs. **This agreement allows up to 90 days for the repairs to be done. There will be no occupancy of the home until a follow-up inspection is performed to grant occupancy. Failure to make repairs and request re-inspection will result in an Adjudication hearing and fines being assessed up to \$750.00 for every day you are not in compliance.**

If you have any questions, please call the Village Hall at 708-449-8840.