



Single-Family Home Sale Inspections

Resale inspections protect the community's health, safety, and property value by requiring an assessment of housing conditions at the time of transfer of ownership. A buyer-obtained home inspection conducted by a state licensed home inspector is required for ALL single-family properties and multi-family residential buildings with two (2) or three (3) dwelling units.

Buyer Responsibilities

- State licensed home inspections are arranged by the buyer prior to the sale of the home.
- The *Resale Certificate of Compliance* form (Exhibit B attached), must be submitted to the Community and Economic Development Department prior to the transfer of ownership.
- "As is" property transfers **are not** exempt from the home inspection requirement. However, property improvements including additions of 50% Square Footage and complete tear down / new construction projects permitted by the Community and Economic Development Department do not require a state licensed inspection. Building Permits **must** be submitted within 60 days of property transfer. A signed and notarized letter acknowledging the above conditions **must** be submitted to the Community and Economic Development Department prior to the transfer of ownership.
- Buyer will not be sent a water sign up card without a closed water account.

Seller Responsibilities

- The ***Application for Municipal Debt Satisfaction Certificate*** form and **\$10 application fee** must be submitted to the water billing department prior to the transfer of ownership.
- Seller will be contacted by the Finance Department the day before the scheduled closing date with the total amount due. Payment must be made at that time in order to receive the **Certificate**.

It is the responsibility of the seller to notify the Finance Department of any changes to the closing date after the application is submitted.



VILLAGE OF BROOKFIELD
Resale Certificate of Compliance

Date: ___/___/20___
 (Date of Certificate)

I hereby certify to the Village of Brookfield (the "Village") that:

A. I hold a valid home inspector's license issued by the Illinois Department of Financial and Professional Regulation;

B. On _____, 20___, I inspected the residential dwelling located at
 (Date of Inspection)
 _____ Brookfield, Illinois:
 (Property Address)

C. I have prepared a written inspection report of my findings regarding my inspection of the above-described property in compliance with the Home Inspectors License Act (225 ILCS 441/1-1 et seq.) and the regulations issued by the Illinois Department of Financial and Professional Regulation thereunder (Section 1410.200 of Subpart C of Part 1410 of Chapter VIII of Title 68 of the Illinois Administrative Code (68 Ill. Admin. Code, Chpt. VIII, Part 1410, Subpart C, §1410.200)). Said report conforms with either the Standards of Practice promulgated by the American Society of Home Inspectors (www.ashi.org), the National Association of Home Inspectors, Inc. (www.nahi.org), or the International Association of Certified Home Inspectors, Inc. (www.nachi.org).

D. I have submitted a copy of my written inspection report to the purchaser of the residential dwelling.

By: _____

Name of Home Inspector: _____

Address of Home Inspector: _____
 (Street Address)

 (City) (State) (Zip Code)

Home Inspector License Number: _____

License Expiration Date: _____

The Certificate of Compliance shall be filed with the Village's Department of Community & Economic Development prior to any sale or other transfer of ownership of any residential dwelling except for multi-family residential buildings with four or more dwelling units.