



# CITY OF COUNTRYSIDE

708-354-1860

[building@countryside-il.org](mailto:building@countryside-il.org)

Permit # \_\_\_\_\_

## Pre-Sale Inspection Application

Countryside address to be sold: \_\_\_\_\_ Date: \_\_\_\_\_

Property type: ☐ Single Family/Townhome/Condominium ☐ Commercial- # Units \_\_\_\_\_

☐ Multi-Family- # Units \_\_\_\_\_ ☐ Industrial- # Units \_\_\_\_\_ ☐ Mixed Use ☐ Land

Legal owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Owner address: \_\_\_\_\_

Property PIN(s) 18- \_\_\_\_\_, 18- \_\_\_\_\_, 18- \_\_\_\_\_

If property is non-residential, provide the square footage of each building/unit:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_ 6) \_\_\_\_\_

### INSPECTION FEES:

**A.** The inspection fee for a **residential** building whose construction is regulated by the international residential code and for attached single-family residences (individual townhomes and individual condo units) shall be one hundred dollars (**\$100.00**). Such inspection fee will include all reinspections if any are necessary. Exception: There shall be a fee of seventy five dollars (\$75.00) for failure to be on site with access to the building at your scheduled inspection time and not calling to cancel prior to nine o'clock (9:00) A.M. the morning of the inspection. (Ord. 15-31-0, 7-22-2015)

**B.** The inspection fee for a **commercial or multi-family** (e.g., apartment buildings and hotels/motels) building whose construction is regulated by the international building code shall be:

1. One hundred fifteen dollars (\$115.00) per dwelling unit.
2. One hundred fifteen dollars (\$115.00) per residential common or public area.
3. Two hundred twenty five dollars (\$225.00) per nonresidential building.

Each **additional reinspection** for correction of cited violations for a commercial or multi-family building whose construction is regulated by the international building code shall be:

1. Seventy five dollars (\$75.00) per dwelling unit with remaining uncorrected violation(s).
2. Seventy five dollars (\$75.00) per residential common, exterior, or public area with remaining uncorrected violation(s).
3. Seventy five dollars (\$75.00) per street address, exterior, or public area with remaining uncorrected violation(s).
4. Seventy five dollars (\$75.00) per nonresidential building with remaining uncorrected violation(s).

*Each address in a nonresidential multi-address location having a separate exterior entrance shall be considered to be an individual building*

I have the legal authority and have been granted permission by legal owner to make this application. We agree to comply with all rules and requirements outlined by the City of Countryside Ordinance for Presale Inspection of Properties. Title 8-12. and I declare the owner understands the city will not issue a real estate transfer stamp without compliance of said ordinance. It is also understood that regardless of whether or not the property sale closes, all violations found shall be corrected, and in a time frame determined by the building commissioner.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

☐ Owner ☐ Agent for owner-Company \_\_\_\_\_

## Pre-Sale Process Chart

### ☐ **STEP #1** Complete Pre-Sale Inspection Application

Return application and applicable fee to the Community Development/Building Department

In person Mon-Fri 8:30-4:30 or email the application and receive instructions to pay online

### ☐ **STEP #2** Schedule the Inspection

Inspections will not be scheduled until after payment is received.

**Inspection Status is "Approved":**

- Move to Step #3

**Inspection Result is "Not Approved":**

- **Seller will take the corrective steps:**

- The current owner (seller) will correct the violations (including obtaining permits if required) and reschedule the inspection by calling 708-354-1860. If follow-up Inspection is then approved, move to step 2.

-OR-

- **If in the building official's estimation, the cost of correcting the outstanding violations shall be less than three thousand dollars (< \$3,000):**

- The city will accept an attorney's letter executed by purchaser and purchaser's attorney and properly notarized. Sample letter can be found on the City's Forms and Permits web page. Should purchaser be unable to obtain said attorney's letter, then an escrow shall be established in the amount of seven hundred fifty dollars (\$750.00) or less, as determined by the building official. Note: When a cash bond is posted - a Bond Return Application Form must be completed.

-OR-

- **If in the building official's estimation, the cost of correcting the outstanding violations shall be three thousand dollars or greater (\$3,000 +):**

- The purchaser will place the sum of one thousand five hundred dollars (\$1,500.00) in escrow with the City prior to the Property Transfer Stamp being issued. All funds will be held in the City's general fund. Note: When a cash bond is posted - a Bond Return Application Form must be completed.

Proceed to Step #3

### ☐ **STEP #3** Schedule Final Water & Sanitary Meter Reads Within 5 Days of Closing

Complete the Final Water Read Request Form (Page 3) in its entirety and email to [building@countyside-il.org](mailto:building@countyside-il.org). Incomplete forms will not be accepted.

Contact the sewer company servicing the property (if other than Countryside) to obtain a final read:

South Lyons Township Sanitary District (SLTSD) 708-354-7390, [billing@sltsd.com](mailto:billing@sltsd.com)

LaGrange Highlands Sanitary District (LGHSD) 708-246-5657

### ☐ **STEP #4** Complete the Property Transfer Stamp Application Form (Pages 4-5) & submit the PTAX-203

### ☐ **STEP #5** Obtain Transfer Stamp (Personal checks will not be accepted)

Bring in the following items to the Countryside Clerk's Office:

Completed Property Transfer Stamp Form

Final Reads / Receipt for water and sewer

\$50 per PIN number (no personal checks)

# **Common Compliance Requirements for Multi-Family/Commercial/Industrial**

(Note: This list may not be all-inclusive)

## **I. EXTERIOR**

- Address number posted and clearly visible from the street.
- Unit number posted on the door.
- Exterior site is clear of garbage, debris or hazards.
- The façade of the building is maintained in good repair.
- Electrical wiring, equipment and fixtures are in good repair, and wiring is not exposed.
- All exterior signs are in good repair (if applicable).
- Building is secured from unauthorized entry.
- The roof is free of leaks.
- The building is properly weather sealed with all exterior siding, soffit, fascia, and trim in place.
- All accessory structures, including detached garages, fences, walls, trash enclosures, etc. are maintained structurally sound and in good repair.

## **II. INTERIOR**

- Fire alarm system is in good repair and in service (if applicable).
- Sprinkler system is in good repair and in service (if applicable).
- Mechanical system (including furnace, air condition unit, water heater, etc) is in good repair.
- All framing, fixtures and ceilings (including suspended ceilings) in good repair.
- All exit doors are functional and in good repair with proper locking devices.
- Access to all exits is clear and free of obstructions.
- No storage of hazardous materials.
- All glazing is in good repair. (No broken or cracked glass.)
- All exit signs and emergency lights are functional and in good repair (if applicable).
- All electrical systems, equipment, fixtures and wiring are in good repair.
- All electrical wiring is properly installed, protected and enclosed.
- All electrical circuit breakers are properly labeled in the panel.
- Access to all electrical panels and disconnects is clear and free of obstructions.
- All plumbing systems, equipment and fixtures are in good repair and free of leaks.
- All plumbing fixtures are installed, or pipes are properly capped/terminated.
- The potable water supply is free of any possible cross-connection or contamination.
- All fuel gas systems, equipment and fixtures are in good repair and free of leaks.
- All areas of the property are free of an infestation of rodents or insects.
- Smoke detectors are located within every bedroom (within twelve inches of the highest point), within fifteen feet outside of each sleeping room, and on every level of the home.
- Carbon Monoxide detectors are located within fifteen feet outside of every sleeping room.

# **Common Compliance Requirements for Single Family/Townhome**

**(Note: This list may not be all-inclusive)**

## **I. EXTERIOR**

- Address number posted and clearly visible from the street.
- Exterior site is clear of garbage, debris or hazards.
- The façade of the building is maintained in good repair.
- Electrical wiring, equipment and fixtures are in good repair, and wiring is not exposed.
- All exterior electrical outlets are GFCI protected with approved covers.
- All hose bibs are equipped with backflow protection either integrated or with a “screw-on” style vacuum breaker.
- Building is secured from unauthorized entry.
- The roof is free of leaks.
- The building is properly weather sealed.
- Sheds, garages, garage slabs, driveways, sidewalks, exterior lighting, fences, walls, trash enclosures, etc. are maintained, structurally sound and in good repair.
- Property is clear of vehicles in disrepair or vehicles which are unlicensed or abandoned.
- Grounding rod at the electrical service.
- Any bare wood shall be painted.

## **II. INTERIOR**

- Mechanical unit(s) operating to maintain minimum required temperatures.
- All exit doors are functional and in good repair with proper locking devices.
  1. Exit doors must not require a key to lock/un-lock from the inside.
- All windows and exterior doors are functional and in good repair with proper locking devices.
- Access to all exits is clear and free of obstructions.
- All glazing and seals are in good repair. (No broken or cracked glass.)
- All electrical systems, equipment, fixtures and wiring are in good repair.
- All receptacles along the kitchen counter, within the bathroom, within the garage or unfinished portions of the basement or within 6 feet of a water source are GFCI protected.
- All electrical wiring is properly installed, protected and enclosed.
- Access to all electrical panels and disconnects is clear and free of obstructions.

- Lighting fixtures in clothes closets located less than 12” in front of the shelf shall be either a recessed incandescent light bulb or be a surface mounted fluorescent. Compact fluorescent bulbs are the equivalent of a standard light bulb in this situation and are not allowed.
- No electrical outlets shall be painted. Painted outlets shall be replaced.
- All electric boxes shall be closed (no missing covers, trim plates, knock outs)
- The electric panel shall be properly and completely labeled.
- All outlets shall be properly wired.
- All plumbing systems, equipment and fixtures are in good repair and free of leaks.
- White, pre-made, rubber supply lines are not allowed on plumbing fixtures
- Vacuum breaker required on anything that a hose can be connected to.
- All plumbing fixtures shall be in good repair and be working properly (No flexible P- Traps, no holes in the wall under the sinks, toilet doesn't rock or move, all sinks and showers/tubs properly drain and the drain stoppers work)
- The dishwasher shall not be connected to drain through the garbage disposal.
- The furnace and hot water heater shall be in good repair and operating properly. The temperature and pressure relief valve on the water heater shall be piped to within six inches of the floor in either copper or galvanized piping (plastic is not allowed).
- All areas of the property are free of an infestation of rodents or insects. The unit number shall be affixed to the door.
- All walls shall be in good repair (no holes, major amounts of peeling paint, signs of mold)
- All flooring shall be in good repair (no holes in carpeting, tile isn't broken or peeling up. Normal wear and tear is acceptable.
- There is a smoke detector in every bedroom.
- There shall be a smoke detector in the hallway within fifteen feet of all bedrooms.
- If there are natural gas appliances in the home, there shall be a carbon monoxide detector within fifteen feet of every sleeping room.

## **Common Compliance Requirements for Condos**

**(Note: This list may not be all-inclusive)**

### **INTERIOR**

- The unit number shall be affixed to the door.
- The door and door locks shall be in good repair.
- The door lock and / or dead bolt shall not require a key to unlock from the inside.
- All walls shall be in good repair (no holes, major amounts of peeling paint, signs of mold)
- All flooring shall be in good repair (no holes in carpeting, tile isn't broken or peeling up. Normal wear and tear is acceptable)
- All electrical fixtures shall be properly installed and working properly.
- Lighting fixtures in clothes closets located less than 12" in front of the shelf shall be either are accessed incandescent light bulb or be a surface mounted fluorescent. Compact fluorescent bulbs are the equivalent of a standard light bulb in this situation and are not allowed.
- No electrical outlets shall be painted. Painted outlets shall be replaced.
- All electric boxes shall be closed (no missing covers, trim plates, knock outs)
- The electric panel shall be properly and completely labeled.
- All outlets shall be properly wired.
- Outlets shall not be loose (shall not move when something is plugged into them)
- All kitchen counter outlets and all bathroom outlets shall be GFCI protected.
- All plumbing fixtures shall be in good repair and be working properly (No flexible P-Traps, no holes in the wall under the sinks, toilet doesn't rock or move, all sinks and showers/tubs properly drain and the drain stoppers work)
- All windows shall be in good repair (no broken glass, seals or signs of leaking in around the windows)
- The balcony guardrail shall be in good repair and secured to the building
- The balcony doors are working properly and can be secured.
- There is a smoke detector in every bedroom.
- There shall be a smoke detector in the hallway within fifteen feet of all bedrooms.
- If there are natural gas appliances in the home, there shall be a carbon monoxide detector within fifteen feet of every sleeping room.
- The furnace and hot water heater shall be in good repair and operating properly. The temperature and pressure relief valve on the water heater shall be piped to within six inches of the floor in either copper or galvanized piping (plastic is not allowed).
- The dishwasher shall not be connected to drain through the garbage disposal.
- Other items depending on the condition of the property.



# FINAL READ REQUEST

**Please Submit Via:**

Fax: 708-354-9445

Drop Off: 803 W Joliet Rd

**This Application Must Be Received Five Days Prior To Closing.**

## 1) Property Information

**Purpose of Request:**

**Closing Date:**

☐ Sale Property

☐ Rental (New Tenant )

**Service Address:**

**Account Number:**

**Property Type:**

**Property ID #:**

- ☐ Single Family Home ☐ New Construction ☐ Multi-Family (Association Billed) ☐ Vacant ☐ Foreclosure  
☐ Apt Bldg (\_\_\_\_Units) ☐ School Church ☐ Commercial/ Industrial (\_\_\_\_Units) ☐ Other: \_\_\_\_\_

## 2) Seller Information

**Current Owner Name:**

**Forwarding Address:**

**Phone Number:**

**City / State / Zip:**

## 3) Buyer Information

**Name:**

**Owner Email Address:**

**Address to Forward Future Invoices**

**C / O Name:**

**Address:**

**City / State / Zip:**

**Phone Number:**

## 4) Requestor ( Seller / Attorney / Agent ):

**Name & Company:**

**Phone Number:**

**Email Address**

## 5) Acknowledgement

**Print Name**

**Signature - (circle One)**

**Seller / Attorney / Agent**

**Date**

**ACKNOWLEDGEMENT:** Applicant, as named below, requests that the Countryside IL update its billing records to reflect the pending transfer of the premises that is the subject of this Application. Applicant acknowledges that the amount due is based on the balance due on the water (sewer if applicable) account for the premises. Applicant certifies that the statements set forth in this document are true and correct.

## OFFICE USE ONLY

**Service:**

Water /Sewer / Both

**Sewer:**

SLTSD / LG HLND / SEPTIC

**Date of Final Read**

**Direct Deposit** Y / N

**Deposit** Y / N

**Deposit Amount**

\$

**Amount Due**

\$



**CITY OF COUNTRYSIDE  
REAL ESTATE PROPERTY TRANSFER  
FEE**

**For Office Use Only**

Date: \_\_\_\_\_

Number: \_\_\_\_\_

**Please Note:** This form must be filled out completely for ALL real estate transfers. If any information is omitted, this declaration form will be deemed incomplete and you may be assessed penalties and interest. You must complete both sides of this form.

Seller's Name (Grantor) \_\_\_\_\_ Phone \_\_\_\_\_

Seller's Forwarding Address \_\_\_\_\_

Buyer's Name (Grantee) \_\_\_\_\_ Phone \_\_\_\_\_

**Party Responsible:** The primary incident of the tax and the obligation to pay the tax are on the Seller, Grantor, Assignor or other Transferor.

**Section 1 – General Information**

Address of Property: \_\_\_\_\_

PIN \_\_\_\_\_

PIN \_\_\_\_\_

**Section 2 - Type of Property (please check appropriate box below)**

- |  |   |
|--|---|
| 1. <input type="checkbox"/> Single Family Residence                | 5. <input type="checkbox"/> Commercial  |
| 2. <input type="checkbox"/> Condo, co-op or 2-3 unit (residential) | 6. <input type="checkbox"/> Industrial  |
| 3. <input type="checkbox"/> 4 or more units (residential)          | 7. <input type="checkbox"/> Vacant Land |
| 4. <input type="checkbox"/> Mixed Use                              | 8. <input type="checkbox"/> Other       |

**Section 3 – Interest transferred (please check appropriate box below)**

- |   |   |
|---|---|
| 1. <input type="checkbox"/> Fee Title                           | 4. <input type="checkbox"/> Majority interest in real estate entity |
| 2. <input type="checkbox"/> Beneficial Interest in a land trust | 5. <input type="checkbox"/> Interest in a real estate co-op         |
| 3. <input type="checkbox"/> Lessee interest in a ground lease   | 6. <input type="checkbox"/> Other (attach a description)            |

**Section 4 – ONLY COMPLETE this section if property is exempt (not selling).**

Under penalty of perjury, I certify that this transaction is exempt from the City of Countryside Real Property Transfer Fee for the reason shown below:

A. ☐ Transfer in which the transfer price is less than \$500. You must explain: \_\_\_\_\_

B. ☐ Transfer of real property made prior to August 1, 1996 where the deed was recorded after that date.

C. ☐ Transfer involving real property acquired by or from an governmental body, or acquired by a non-for-profit, charitable, religious or educational organization, or acquired by any internal organization not subject to local taxes (copy of IRS granting tax exempt status must be attached).

D. ☐ Transfer in which the deed, assignment or other instrument of transfer secures debt or other obligations.

E. ☐ Transfer in which the deed, assignment or other instrument of transfer, without additional consideration, confirms, corrects, modifies or supplements a deed, assignment or other instrument of transfer previously recorded or delivered.

- F. ☐ Transfer in which the deed is a tax deed.
- G. ☐ Transfer in which the deed, assignment or other instrument of transfer releases property which secures debt or other obligations.
- H. ☐ Transfer in which the deed is a deed of partition. (Note: If a party received greater than its undivided interest in the real property, then it must pay the tax).
- I. ☐ Transfer between a subsidiary corporation and its parent or between subsidiary corporations of a Common parent pursuant to a plan of merger or consolidation or pursuant to an agreement providing for the sale of substantially all of the seller's assets.
- J. ☐ Transfer from a subsidiary corporation to its parent for no consideration other than cancellation or surrender of the subsidiary's stock or transfer from a parent corporation to its subsidiary for no consideration other than the issuance or delivery to the parent of the subsidiary's stock.
- K. ☐ Transfer made pursuant to a confirmed plan of reorganization as provided under section 1146 (c) of Chapter 11 of the U.S. Bankruptcy Code, as amended. Provide bankruptcy court docket number:

### **Section 5 – Computation of tax stamps purchased and any penalty or interest**

- |   |          |
|---|----------|
| 1. Amount of tax stamp purchased (\$50.00, or if exempt insert \$0.00)  | \$ _____ |
| 2. Penalty (applicable only if this declaration is not filed when due)  | \$ _____ |
| 3. Interest (applicable only if this declaration is not filed when due) | \$ _____ |
| 4. Total tax, penalty and interest (add lines 1, 2 and 3)               | \$ _____ |

**NO PERSONAL CHECKS**

### **Section 6 – Signature of Buyer or Seller or Agent**

Buyer      Seller      Agent      **Select one**

\_\_\_\_\_  
Name of Buyer, Seller or Agent – Please Print

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Business or Firm Name

\_\_\_\_\_  
Daytime Phone / E-Mail Address

### **FOR OFFICE USE ONLY**

### **Section 7 – Sewer, Water and Weed Cutting Charges – Certification of Payment (required for all transfers)**

**The City of Countryside Water Dept. & LaGrange Highlands Sanitary District** certifies that all water charges rendered to the property located at \_\_\_\_\_ are paid in full.

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_

**The City of Countryside Sewer Dept. & the South Lyons Twp. / LaGrange Highlands Sanitary District** certifies that all sanitary sewer charges rendered to the property located at \_\_\_\_\_ are paid in full. Certified by: \_\_\_\_\_ Date: \_\_\_\_\_

**The Countryside City Clerk's Office** certifies there are no outstanding charges for the property located at \_\_\_\_\_

Certified by: \_\_\_\_\_  
Date: \_\_\_\_\_

**Section 8 – Send form to:** City of Countryside, Municipal Complex, 803 Joliet Road, Countryside, IL 60525