

9500 Belmont Avenue · Franklin Park, Illinois 60131 (847) 671-8245, FAX # (847) 671-8790 - inspections@vofp.com

## PRE SALE INSPECTION APPLICATION INFORMATION & REQUIREMENTS

(For Single Unit, Multi-Unit, Industrial and Commercial Properties)

Franklin Park's Zoning Ordinance requires the submittal of a Pre-Sale Inspection Application, <u>prior</u> to the posting of a "for sale" or "for lease" sign on the property.

- Prior to sale, all buildings in Franklin Park must be brought up to current building (IBC 2021) and electrical codes (2020 NEC). You must have a licensed and bonded electrical contractor to acquire a permit and certify all electrical work if need be.
- The Zoning Ordinance requires filing of a Pre Sale Inspection Application prior to marketing any residential, multi-unit, commercial, or industrial properties. Occupancy inspections for these properties must be requested separately.
- Within fifteen (15) days, all inspections will be completed and you will be notified in writing as to the status of compliance of your property or any existing code violations.
- Your original deed for closing or other transfer document must be accompanied by an original, updated plat of survey that is no older than six (6) months from the date of its preparation. These documents must be submitted to our offices for review no later than three (3) days before the closing.
- Upon compliance with the requirements, a stamp will be affixed to the deed and made available for pickup.
- The Village will issue a final or zero-balance water bill for properties on which the seller or the seller's agent has filed an approved Pre Sale Inspection Application and complied with the provisions as outlined. Final water readings are required to be scheduled five (5) days prior to closing. If not Franklin Park water you must have final paid receipt from the town in which you pay your water.
- The Building Department office must be presented with a receipt indicating payment of the final water bill and transfer stamp fee prior to issuance of the letter.



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## PRE SALE INSPECTION APPLICATION

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DAT TIMI	R OFFICE USE ONLY: TE RECEIVED: TE RECEIVED:	FOR OFFICE USE ONLY:
	PS	NOTE: FOR INSPECTIONAL & STAMP FEES, SEE DEED TRANSFER STAMP FEE STRUCTURE
ADDF	RESS:	
PERM	MANENT INDEX NUMBER:	
descri Ordina the Vil repres <b>Th</b>	ibed herein and, if the premises are ance and the Electrical, Plumbing, E llage to issue an Occupancy Permit sents and warrants to the Village of the undersigned (owner):	ausing the Village to conduct an inspection of the premises found to comply with all sections and provisions of the Zoning Building, and Fire Codes of the Village of Franklin Park, to cause and Certificate of Code Compliance. The undersigned hereby Franklin Park as follows: PLEASE PRINT
Te	elephone:	10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	esiding at: wner's Email:	FST 1802
		ted above in the Village of Franklin Park, Illinois?
1.	Park to enter upon and inspect th Compliance can be issued. The up	es and requests that an officer or agent of the Village of Frankling e premises for purpose of determining if a Certificate of Code ndersigned is aware of no dangerous conditions existing on the or harm to the Village of Franklin Park officer or agent who will
2.		ate of this Application are the following improvements (herein or other improvements existing on the premises):
3.	commercial, or industrial uses, tog	mises are currently zoned and being used for residential gether with a brief description thereof and listing the number of
	act Person for inspection:	



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Realty Office:		
Real Estate Age	nt:	
Realty Address:		
Realty Phone Nu	ımber:	Fax Number:
Asking Price/Sq	uare Footage of Build	ing:
PLEASE ATTAC	H A COPY OF THE RI	EAL ESTATE BROKERS LISTING SHEET.
and such feed violations exist that the premute Franklin Park explaining the explaining the Village of Frasche provided & The undersigenthe Village has 7. This applications	es, which may be necessal stat the time of initial inspenses do not fully comply with a (if this is not an accurate secircumstances).  In the end is aware that in the end is aware that in the end is aware that in the end in the zoning ordinances of the control	nich the Applicant must pay upon submission of this Application, any if additional inspections may be necessary if one or more oftion. The undersigned has no information, knowledge, or belief in the zoning ordinance and all other ordinances of the Village of statement, the undersigned shall attach a signed statement fully went a violation is disclosed as a result of the inspection by the Franklin Park may exercise any and all remedies or rights as may any other law or ordinance.  In its content of the premises until to the compliance.  In its content of the premises until to the content of the premises until to the compliance.  In its content of the premises until to the content of the premises until the content of the premise
		y the undersigned this _ day of , 20
Applicant Signature on	line above	
State of Illinois County of Cook	) ) ss )	
•	,	, a Notary Public in and for said County and State;
personally appea and known to me acknowledged that	rede to be the same personat (s)he executed and dethe uses and purposes	known to me, on who executed the foregoing instrument, and (s)he elivered said instrument as (his) (her) free and voluntary
Seal this	day of	20
N. C. B. C. B.		My commission expires:
Notary Public		



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## **IMPORTANT NOTICE!!**

**To:** Property Owner/Realtor/Attorney

From: Lisa Manzo, Village of Franklin Park, Building Department

**Subject:** Closing Procedures

The following must be done before your closing:

- An <u>original updated plat of survey</u> (no older than 6 months) must be submitted to our office <u>3 days before the closing</u> for zoning review.
- The <u>original deed for closing</u> must be submitted <u>3 days before the closing</u>.
- Remember to call to order the <u>final water bill</u> with Ewelina Kubkowski at least <u>5</u>
   <u>days in advance</u> at (847) 671-8252. If not Franklin Park water must have <u>FINAL paid</u>
   <u>receipt</u> from the town in which you pay your water.
- Purchaser is required to fill out <u>"New Owner Form"</u> and submit it prior to closing.
- After all papers are submitted, closing papers will be ready after the 3 day review time. Upon pick-up, the final water bill should be paid, along with the fee for the stamp that is affixed to the deed.

<u>Please note</u>: If any violations are found, they must be brought up to code prior to closing. If the purchaser is assuming responsibility for the violations, a detailed affidavit must be typed, signed, notarized and submitted to this office before closing. All violations must be corrected 30 days after closing. Should you have any questions, please feel free to call our office at 847-671-8245.

in closing. I further acknowledge that the Vil	lage of Franklin Park is not responsible for any delay in closing
due to not following these procedures."	
Please Sign:	Date:
Property Address Being Sold:	

"I have read this memorandum and I understand that by not following these procedures may result in a delay