



REAL ESTATE PROPERTY TRANSFER INSPECTION

Village of Norridge

4000 N. Olcott Ave. • Norridge, IL 60706 • 708.453.0311 • Fax 708.453.1971
building@villageofnorridge.com

Owner/Agent:		Zoning Classification
Address Of Inspection:		
Inspection Date:	Inspection Time:	
Realtors Listing:	By Owner:	Property Description:
I hereby authorize the Village of Norridge Building Department representatives to make an on site inspection of the building premises located at the address indicated at the top of this form.		
Signature:		Print:

Property Transfer Inspection Report Valid for 30 Days

YES NO

- ___ ● Does each level of the dwelling unit have properly located and operating smoke alarms and Carbon Monoxide Detectors?

Carbon Monoxide Detectors
(within 15 ft. of each sleeping room)

___ **1st Floor**
___ **2nd Floor**
___ **Basement**

Smoke Alarms

___ **1st Floor**
___ **2nd Floor**
___ **Basement**
___ **Bedroom (all)**

1) In each sleeping room
2) Outside each separate sleeping area in the vicinity of the bedrooms
3) On each level without a sleeping room.

- ___ ● Does the building comply with applicable zoning regulations regarding use?

Additional Remarks/Comments (Carbon Monoxide Detectors, Smoke Alarms and Zoning Issues only):

☐ **PASSED**

Those items checked "No" are violations of Norridge Adopted Codes.

FAILED ☐

Disclaimer-Please Read Carefully Before Signing

THE VILLAGE DOES NOT WARRANT THE CONDITION OF ANY PROPERTY INSPECTED AND SHALL NOT BE RESPONSIBLE FOR ANY CLAIMS ARISING OUT OF THE PROPERTY OR THE CONDITION THEREOF. THE VILLAGE DOES NOT WARRANT THAT ALL DEFICIENCIES ARE LISTED IN THE "REAL ESTATE INSPECTION CERTIFICATE" AND IT DOES NOT WARRANT ANYTHING AS TO THE CONDITION OF THE PROPERTY OR THE LIABILITY THEREOF.

Final water bill must be paid prior to transfer certificate being issued.
Final water bills are not issued more than 3 business days prior to closing.

CLOSING DATE

Report Received By: _____ Print Name: _____

Signature of Inspector: _____ Time: _____ Date: _____

AN APPEAL FROM THIS ORDER MAY BE MADE WITHIN 10 DAYS FROM THE DATE OF SERVICE. DIRECT SUCH APPEAL FOR A HEARING BEFORE THE BOARD OF TRUSTEES IN WRITING THROUGH THE VILLAGE CLERK ADDRESS AND PHONE ABOVE.



BUILDING DEPARTMENT

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PROPERTY SALE TRANSFER INSPECTION

The sale or transfer of all residential property requires an inspection. The inspection is necessary to obtain a Real Estate Inspection Certificate to register with Cook County. This certificate, issued by the Village of Norridge, is presented to the title company at the time of closing. By Village of Norridge Ordinance, this certificate must be obtained when a property changes ownership.

How to obtain the certificate:

- 1) Complete a property transfer inspection application which is provided by the Building Department, a copy of the sales contract or quit claim deed, and a \$25.00 application fee. A copy of the listing by a realty agent is necessary if an agent represents the sale.
- 2) Upon completion of the inspection, the individual present who is representing the property will be provided with a report of deficiencies needing correction, if any exist. The report is valid for 30 days from the date of the original inspection.
- 3) Upon completion of any deficiencies as listed on the report, a re-inspection appointment is required within the 30 day period. Allow a minimum of 24 hours prior to the date and time you would like to have the re-inspection completed. All necessary corrections need to be completed at the time.
- 4) Once compliance has been met and approved, the transfer certificate will be available at the village hall. The certificate could be obtained within 72 hours prior to the closing and any outstanding water bill needs to be paid.

OPTION: The seller can make an arrangement with the buyer to assume the liability of making all corrections with the exception of smoke and CO detectors. These requirements must be met prior to closing. The buyer would sign and have notarized an agreement with the Village of Norridge. All corrections pertaining to zoning violations need to be made by the buyer within 30 days of possession of the property. This agreement is solely at the discretion of the seller. The 30 day agreement excludes smoke and carbon monoxide detectors.

No Transfer Certificate will be issued without an inspection and re-inspection for correction compliance if necessary, by either the seller or by agreement form completed by the buyer. Failure to follow Village of Norridge Ordinance pertaining to home sales will result in fines as mandated by this code.