



# REAL ESTATE TRANSFER APPLICATION FOR CERTIFICATE OF INSPECTION

Village of Glendale Heights  
Community Development Department  
300 Civic Center Plaza  
Glendale Heights, Illinois 60139  
630 260-6030 • Fax: 630-260-1317

### 10-14C-4: APPLICATION FOR CERTIFICATE; FEES

Any person owning real estate located within the Village shall, at the time of offering the real estate for sale or transfer, but not less than twenty-one (21) days prior to any proposed sale, assignment, or other transfer of any legal or beneficial interest of said real estate, file an application for a certificate of inspection with the Community Development Department. Every person applying for a certificate of inspection, except for those exempted by the provisions of section 10-14C-8 of this article, shall, simultaneously with presenting the application for a certificate of inspection to the Community Development Department, pay a fee. A copy of a current (dated within one year of the application) plat of survey is required before transfer stamps will be issued. Rental properties must be registered with the Village within 30 days of closing.

<b>Community Development Official Use:</b>		Case #: _____
Application Fee: \$ _____	Office Tech: _____	Initials: _____ Date: _____

**INSTRUCTIONS:** The applicant is to complete the form providing all requested information. Print or type information to ensure accuracy and avoid delays in the inspection process.

**Location of Real Estate Transfer/Inspection:** \_\_\_\_\_

**Glendale Heights, IL 60139, with Property Index Number (PIN)** \_\_\_\_\_

Contact information for the PERSON ATTENDING THE INSPECTION or other responsible party:

Name / Company:			
Inspection Contact Phone		Inspection Contact Email:	

Contact information for the PERSON PAYING FOR THE INSPECTION:

Full Name:		Phone Number:	
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**SELLER**

**Involved Parties:**

**PURCHASER**

SELLER Full Name:		PURCHASER Full Name:	
SELLER Mailing Address:		PURCHASER Current Address:	
SELLER Contact Phone(s):		PURCHASER Contact Phone(s):	
SELLER Email:		PURCHASER Email:	
Seller Real Estate Agent: Company Name & Address:		Seller Real Estate Agent Phone: Email:	
Seller Attorney: Attorney Name & Address:		Seller Attorney Phone: Email:	
<b>REQUIRED INFORMATION</b>	<b>Was this previously or currently a rental property?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Will this property be a rental property?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Check the box identifying the type of property going through real-estate transfer according to its **LEGAL DESCRIPTION**:

- |  |                                     |                                     |   |
|--|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Duplex     | <input type="checkbox"/> Town House | <input type="checkbox"/> Condominium                            |
| <input type="checkbox"/> Commercial    | <input type="checkbox"/> Industrial | <input type="checkbox"/> Vacant Lot | <input type="checkbox"/> Multi-Family/Number of Units ( _____ ) |

THE ISSUANCE OF A CERTIFICATE OF INSPECTION SHALL IN NO WAY BE CONSTRUED TO BE GUARANTEE IN ANY WAY BY THE VILLAGE OF GLENDALE HEIGHTS THAT THE STRUCTURE IS FREE FROM ANY DEFECTS WHETHER LATENT OR PATENT AND PROVIDES NO GUARANTEE THAT FUTURE VIOLATIONS CANNOT OR WILL NOT OCCUR AT THE ABOVE ADDRESS. THIS IS A VISUAL INSPECTION ONLY.

**Applicant Name (Print):** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_