



REAL ESTATE TRANSFER APPLICATION FOR CERTIFICATE OF COMPLIANCE

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 compliance, together with a copy of a current (dated within 1 year of the date of the application) plat of survey, with the Community Development Department. Every person applying for a certificate of compliance, 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 compliance to the Community Development Department, pay a fee.

<u>Community Development Official Use:</u>		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: _____			
Contact person's	Home/Office:	Cell:	_____
Email: _____			

SELLER		Involved Parties:	PURCHASER	
Name of Seller:	_____	Name of Purchaser:	_____	
Address of Seller:	_____	Address of Purchaser:	_____	
Seller Contact Phone(s):	_____	Purchaser Contact Phone(s):	_____	
Seller Email:	_____	Purchaser Email:	_____	
Seller Real Estate Office Company Name & Address:	_____	Seller Real Estate Agent Phone:	_____	
		Email:	_____	
Seller Attorney: Attorney Name & Address:	_____	Seller Attorney Phone:	_____	
		Email:	_____	
REQUIRED INFORMATION	Was this previously rental property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will this property be rental property? <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"/> Condominium <input type="checkbox"/> Town House <input type="checkbox"/> Multi-Family/Number of Units (_____) <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Vacant Lot				
THE ISSUANCE OF A CERTIFICATE OF COMPLIANCE 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 (<i>Print</i>):		Applicant Signature:		