



CITY of HIGHWOOD

17 Highwood Avenue / Highwood, IL 60040
847.432.1924 / 0735 Fax

Property Transfer Inspection Application

Property address: _____

Parcel Identification Number (PIN): _____

Current owner's name: _____

Current owner's address: _____

Current owner's telephone number: _____

Expected date of closing for property: _____

Buyer's name: _____

Buyer's address: _____

Buyer's telephone number: _____

Type of Building:

- _____ Single family home
- _____ Condominium
- _____ Townhouse
- _____ Duplex
- _____ Structure with three apartment units
- _____ Structure with four or more apartment units
- _____ Commercial building
- _____ Mixed-use structure (commercial and residential)
- _____ Hotel or Motel Number of rooms: _____

Application Fees:

- Single family home / Condominium / Townhouse / Duplex \$50.00
- Structure with three or four apartment units \$150.00
- Structure with more than four apartment units \$150.00 plus \$50 for every apartment over four
- Hotel / Motel \$150.00 plus \$50 for every unit over four
- Non-residential / Commercial \$150.00
- Mixed-use \$150.00 plus \$50 for each residential unit

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I am voluntarily requesting this inspection and I understand it is the current owner's responsibility to pay for and arrange the building compliance inspection. Further, I understand that if items are found in violation of the City of Highwood ordinances, including the property maintenance ordinance and / or the City of Highwood health and housing codes, these violations must be corrected in a timely manner to avoid enforcement action. It is the responsibility of the current owner to request and deliver to the purchaser a copy of the inspection report prior to executing the property transfer contract.

In addition to this application, please provide a Plat of Survey for the property. Also, any commercial / business tenants must apply separately with the City for a Certificate of Occupancy prior to opening a new business.

Prior to the sale of the property, we ask that you call Highwood City Hall to arrange for a final water meter reading in order to close out your water service and refuse account. You may contact either Candy or Patty at 847.432.1924 to assist you with this process.

If you should have any questions, feel free to contact the Highwood Building Department at 847.432.1924.

Signature: _____

Date: _____

- 9.3.2 Report of Zoning and Code Compliance for Transfers of Property. Any Transferee receiving any interest in real property (other than a leasehold interest) within the City of Highwood shall be provided by the Transferor, and shall request and obtain from the Transferor, a report, pursuant to this Section, prior to entering into any agreement or contract for the sale or transfer of any such interest in real property within the City of Highwood. In the event that no agreement or contract is entered into between the Transferee and Transferor, then said report shall be provided by the Transferor, and any Transferee shall request and obtain from the Transferor, said report prior to the sale, transfer or exchange of said interest in real property. Said report may contain matters of City record pertaining to the authorized use and zoning classification of the property; the current zoning classification of the property; all matters disclosed pursuant to the inspection of the property, including violations of the Highwood Housing Ordinance (or any successor ordinance), or the Highwood Property Maintenance Code (or any successor ordinance).
- 9.3.3 Report Required. A Report of Zoning and Code Compliance as set forth above shall be required pursuant to this Section for every transfer of any interest in real estate (other than as set forth in Section 9.38 below) within the City of Highwood. For every transfer of an interest in real estate the Transferor of the property shall obtain from the City a Report of Compliance setting forth the matters required herein.
- 9.3.3.1 It shall also be the responsibility of the Transferee of the interest in real estate to request and obtain from the Seller prior to the acceptance of any transfer of any interest in real estate said Report of Compliance.
- 9.3.4 Report Valid. Said Report of Zoning and Code Compliance shall be valid for a period not to exceed 6 months from the date of issue.
- 9.3.5 Application for Report. Upon application of the Transferor or his authorized agent, and the payment to the City of a fee pursuant to Section 16 of this Ordinance, the Zoning Administrator or any of his designee(s) shall review pertinent City records, make an exterior and interior inspection and deliver to the applicant a report which may contain the following information so far as it shall be available:
- 9.3.5.1 Street address; and
- 9.3.5.2 Zoning classification and authorized use of the property; and
- 9.3.5.3 Housing Code violations; and
- 9.3.5.4 Property Maintenance Code violations;
- 9.3.5.5 Other pertinent information. (Amended per 96-O-34)
- 9.3.6 Delivery of Report. The Report of Zoning Compliance and all accompanying information shall be delivered by the Transferor or his authorized representative to the Transferee of the property prior to the consummation of the sale or exchange. Upon request, the Transferee shall deliver the Report of Zoning Compliance to the Zoning Administrator, or his designee(s) as evidence of compliance with this Section prior to occupancy of the property.
- 9.3.6.1 It shall also be the responsibility of the Transferee to obtain the Report of Zoning Compliance from the Transferor. The failure of the Transferee to obtain same shall be a violation of this Ordinance.
- 9.3.7 Liberal Construction. For purposes of this Ordinance any sale, transfer or exchange of real property or any interest therein shall be deemed to effectuate the purposes of this Ordinance. Said purposes are to require inspections of the property to be transferred, and City records regarding said property, prior to transfer of ownership. Therefore, the provisions of this Ordinance shall be applicable to not only transfers of a fee interest in real estate, but also to transfers of the beneficial interest in any land trusts, the sale, exchange or transfer of stock in any corporation holding title to real estate, land contracts, installment agreements for warranty deed, or any other mechanism used to transfer ownership of real property.

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- 9.3.8 Exemptions. Notwithstanding any other requirement of this Section, a report shall not be required for the following exempt transactions:
- 9.3.8.1 A sale, transfer or exchange of real property between governmental bodies.
 - 9.3.8.2 A sale, transfer or exchange of real property without consideration to confirm, correct, modify or supplement an ownership interest in real estate.
 - 9.3.8.3 A sale, transfer or exchange of real property where the actual consideration is less than \$100.00.
 - 9.3.8.4 Transfers involving tax deeds, releases of mortgages or any lien indebtedness.
 - 9.3.8.5 Transfer of interest pursuant to involuntary legal proceedings including partition suits and dissolution of marriage. A report shall be required for transfers pursuant to a sale or transfer under a probate proceeding other than to the heirs or beneficiaries.
 - 9.3.8.6 Transfer of leasehold interest.
 - 9.3.8.7 Transfer of Vacant Real Estate.
- 9.3.9 Method of Enforcement. The City of Highwood may use pertinent Water Department records and real estate transfer records and all other records to ascertain compliance with this Section.
- 9.3.10 Late Fees and Penalties. In cases of violation of this Section, a late fee shall be paid by both the Transferor and Transferee as follows:
- 9.3.10.1 An amount equal to four (4) times the application fee for real property containing only one (01) single dwelling unit;
 - 9.3.10.2 Two Hundred and No/100's Dollars (\$200.00) for real property containing two (02) dwelling units;
 - 9.3.10.3 An amount equal to four (4) times the application fee for real property containing three (03) or more dwelling units or non residential uses;
- 9.3.11 Liability. The Transferor and Transferee shall be jointly and severally liable for such late fee penalties (in addition to the original required application fee) for failure to comply with the provisions of this Section.
- 9.3.12 Fees. In addition to said late fee, any Transferor, Transferee, any person, partnership, firm, entity or corporation (whether Transferor or Transferee) violating any provision of this Section shall be subject to the fines and penalties set forth in Section 11.0 of this Ordinance. In addition to any penalty, late fee or fine levied under this Ordinance, any person, partnership, firm, entity or corporation (whether transferor or transferee) in violation of any provision of this Section shall pay any and all reasonable attorney's fees incurred by the City of Highwood in enforcing this Ordinance. In the event the City deems it necessary to bring any Court action to enforce this Section, there shall be assessed against any person, partnership, firm or corporation (whether transferor or transferee) violating this Ordinance all reasonable costs, expenses and attorney's fees incurred by the City in bringing this action, in addition to the fine, late fee or penalty provided herein.