



Property Transfer Inspection – Application
(Fee: \$55 Residential \$120 Commercial)

Instructions:

1. Fully complete application making sure to date it and sign it.
2. Included a copy of the most recent **Plat of Survey** for the property.
3. Provide **copies of all lease agreements** per Highwood City Code, Chapter 2 Article B Section 10-2B-1.
4. Do not fax or email the application.

APPLICANT INFORMATION

Applicant Name: _____

Company Name (if applicable): _____

Applicant Address: _____

City: _____ State: _____ Zip: _____

Email: _____

PROPERTY INFORMATION

Property Address: _____

Parcel Identification Number (PIN): _____

Current Owner's Name: _____

Current Owner's Address: _____

Anticipated Date of Closing: _____

Person's to Contact to Schedule Inspection: _____ Phone: _____

Fire Alarm Monitoring System: **YES** **NO**

BUYER INFORMATION

Name of Buyer: _____

Buyer's Address: _____

Buyer's Phone Number: _____

I am 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's 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 sales 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 Candy at 847.432.1924 to assist you with this process.

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

Print Name: _____

Signature: _____ **Date:** _____