

**VILLAGE OF MELROSE PARK
OFFICE OF THE BUILDING COMMISSIONER
1000 N. 25TH AVENUE
MELROSE PARK, IL 60160**

**VILLAGE OF MELROSE PARK
PROCESS OF SELLING A PROPERTY**

1. Complete the Compliance Inspection request form. Prices for Compliance Inspections are listed on form. The form may be completed in our offices or at your location and faxed to us at 708.343.1917. Seller/Owner of the property is responsible to pay the cost of the Compliance Inspection.
2. Establish a date for the inspection. Inspections are held on Tuesday, Wednesday, or Thursday of each week in time slots of 10:00a.m., 10:30a.m., and 11:00a.m. A date for an inspection cannot be set until the fee is paid by the Seller/Owner of the property.
3. Within two to three days after the inspection, a report of any/all violations is rendered. It is typed and is available at our office for pick-up by the Seller, or may be faxed to the Seller. This report is only available to the Seller and his or her agent.
4. Upon receipt of the violations report, the Seller may decide if he or she wishes to correct the violations or pay an "AS-IS" fee of \$100.00 and sell it in an AS-IS condition. If the Seller agrees to fix the violations, then he proceeds to hire the necessary contractors and obtain Building Permits, which are required, for any project. Some contractors must be licensed in their field, i.e., electricians, plumbers, roofers, etc. All contractors must be licensed in Melrose Park. The Seller may fix the violations if he or she is capable of doing the work or any part of it thereof. Conversely, if the Seller is unwilling or unable to correct the violations, then the Building Commissioner will examine the list of violations and determine the amount necessary to do this work. This amount will be noted on the Inspection Report as an escrow payment. The Buyer pays the escrow and is allowed a prescribed period of time for the work. The Buyer may apply for an extension to that period, if necessary. At the end of the work, a re-inspection is required and, if all work is satisfactorily completed, the escrow is returned to the Buyer.
5. **SELLER RESPONSIBILITIES:**
 - (a) Pay for the Compliance Inspection.
 - (b) Pay an "AS-IS" FEE OF \$100.00, if appropriate.
 - (c) Pay for a new water meter.
 - (d) Arrange for a final reading of the water bill with the Water Department, Ext. 4435, within 72 hours of closing.
 - (e) Pay the final water bill. Speak with the Water Department , Ext. 4435 with problems/questions.
 - (f) Provide a copy of the Plat of Survey NO MORE THAN SIX (6) MONTHS OLD.
 - (g) Pay any other charges, such as landscaping, board-up services, etc.
 - (h) Property owner is responsible for any payments owed for release of lien.
6. **BUYER RESPONSIBILITIES:**
 - (a) Pay the escrow amount in its entirety, if there is one, before the Transfer Stamp is issued. Make payment to the Village of Melrose Park, holder of the escrow.
 - (b) Complete Form 3500 and have it notarized. This form is a declaration of understanding of the number of legal, prescribed units in this housing.
 - (c) Form 4000 is the application for the new water service.
 - (d) Regulations for completing the work for correction of violations are the same for both the Buyer and Seller.
7. When all steps are complete, the Compliance Stamp is issued to Seller or Seller's agent to bring to the closing, and the transaction is completed. The cost of the Compliance Stamp is covered by the Compliance Inspection fee.