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June 15, 2009

Mr. Jeff Merrinette, Governmental Affairs Director
Main Street Organization of Realtors
6655 Main Street
Downers Grove, IL 60516

Re: Presale Inspection of Properties
Countryside, IL 60525

Dear Mr. Merrinette,

To help ensure that the City of Countryside continues to be a great place to live, work and shop, the City Council has adopted and approved Ordinance 09-02-O, requiring the presale inspection of properties. (Copies of City Code Section 8-12 are available at City Hall and on the City's website www.countryside-il.org). **Click on *Info Resources*, then *City Code*. Follow *directions to access code*. Click on *Title 8 – Building Regulations* and then *Chapter 12 – Presale Inspection of Properties*.**

The purpose of this ordinance is to establish a program for the identification, registration and regulation of buildings, properties or portions thereof, which are to be sold, to determine the responsibilities of owners or purchasers of buildings, and to provide for the administration and enforcement of City laws and ordinances, including the abatement of property maintenance violations and public nuisances.

The responsibility of complying with the presale inspection ordinance (City Code Section 8-12)) lies with both the seller and the realtor. As such, the following illustrates the obligations required to be fulfilled to obtain compliance:

- The owner of the property shall complete the City presale inspection request form (see attached) and submit said form along with the required fee to the City Building Department at least 2 weeks prior to the scheduled date of the closing.
- The inspection report will be valid provided the subject real property is transferred within 120 days of the dated of the submittal of the inspection request form and the receipt of payment for the inspection.
- The seller must furnish the buyer with a copy of the City presale inspection report no more than 120 days prior to the closing and no later than the day of the closing on the sale of the property.
- The seller shall request for a City inspection report not less than 2 weeks prior to the proposed transfer of the real property.

- The seller shall not transfer real property so long as there are outstanding violations until one of the following has occurred:
 1. The seller has fully addressed all outstanding violations and received an inspection report from the City stating that such real property is in compliance, or
 2. The grantee or purchaser of the real property shall file a statement with the building official, duly sworn before a notary public, that such grantee or purchaser has received a copy of the inspection report and shall accept the property subject to the violations, which must be abated. In addition the grantee or purchaser shall submit any escrow monies or documentation required by Section 8-12-7A:
 - a) If the building official's estimate to correct the outstanding violations exceeds \$3,000.00, the purchaser will place the sum of \$1,500.00 in escrow with the city.
 - b) If the building official's estimate to correct the outstanding violations is less than \$3,000.00, the city will accept a notarized attorney's letter, the form to be provided by the building department, executed by the purchaser and the purchaser's attorney. Should the purchaser be unable to obtain an attorney's letter, the city will accept an escrow in the amount of \$750.00.
- The seller shall pay any and all re-inspection fees prior to the closing of the real property.

Please be advised that a person participating in the sale of real property in violation of City Code Section 8-12, either as a seller or by receipt of a sales commission in connection therewith, shall be deemed in violation and be subject to all applicable penalties.

We appreciate your cooperation in this matter and thank you for helping to keep the City of Countryside a credit to us all. It is strongly urged that you obtain a copy of City Code Section 8-12 so that you are fully aware of your obligations. For further assistance please call City Hall at (708) 354-7270 for detailed information.

Sincerely,

Sharon Sweeney
City Clerk

Enclosures 2

Presale Inspection Request Form

Address of Property to be Sold: _____ Date: _____

Property Type: Commercial _____ Industrial _____ Multi-family _____ Single Family _____ Condominium _____

1) Identify the name, address and telephone number of the current legal property owner or agent:

(Name) _____ (Phone) _____

(Address) _____

2) Indicate all improvements located upon the property to be sold and the type of construction of said improvements.

3) If the property to be sold is commercial or industrial property, indicate the total area of each building or structure.

(Building No.1) _____ (Building No. 2) _____

(Building No.3) _____ (Building No. 4) _____

(Building No.5) _____ (Building No. 6) _____

4) If the property to be sold is a multi-family building, provide the number of residential dwelling units per building.

(Building No.1) _____ (Building No. 2) _____

(Building No.3) _____ (Building No. 4) _____

(Building No.5) _____ (Building No. 6) _____

Inspection Fees:

- | | | |
|---|----------|-------------------------|
| 1. One- and two-family dwellings: | \$175.00 | (Reinspection: \$75.00) |
| 2. All other buildings or structures: | | |
| a. Each dwelling unit: | \$225.00 | (Reinspection: \$75.00) |
| b. Each residential common area or public area: | \$225.00 | (Reinspection: \$75.00) |
| c. Each non-residential building: | \$225.00 | (Reinspection: \$75.00) |
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By affixing his or her signature below, the owner agrees to comply with all rules and requirements outlined by the City of Countryside in Ordinance 09-02-O for the Presale Inspection of Properties, and the owner understands that the city will not issue real estate transfer stamps without compliance of said ordinance.

(Signature of Owner or Agent) _____ (Date) _____

Common Compliance Requirements

for

Presale Inspections

I. EXTERIOR

- Address number posted and clearly visible from the street.
- Unit number posted on the door.
- Exterior site is clear of garbage, debris or hazards.
- The façade of the building is maintained in good repair.
- Electrical wiring, equipment and fixtures are in good repair, and wiring is not exposed.
- All exterior signs are in good repair (if applicable).
- Building is secured from unauthorized entry.
- The roof is free of leaks.
- The building is properly weather sealed with all exterior siding, soffit, fascia, and trim in place.
- All accessory structures, including detached garages, fences, walls, trash enclosures, etc. are maintained structurally sound and in good repair.

II. INTERIOR

- Fire alarm system is in good repair and in service (if applicable).
- Sprinkler system is in good repair and in service (if applicable).
- Mechanical system (including furnace, air condition unit, water heater, etc) is in good repair.
- All framing, fixtures and ceilings (including suspended ceilings) in good repair.
- All exit doors are functional and in good repair with proper locking devices.
- Access to all exits is clear and free of obstructions.
- No storage of hazardous materials.
- All glazing is in good repair. (No broken or cracked glass.)
- All exit signs and emergency lights are functional and in good repair (if applicable).
- All electrical systems, equipment, fixtures and wiring are in good repair.
- All electrical wiring is properly installed, protected and enclosed.
- All electrical circuit breakers are properly labeled in the panel.
- Access to all electrical panels and disconnects is clear and free of obstructions.
- All plumbing systems, equipment and fixtures are in good repair and free of leaks.
- All plumbing fixtures are installed, or pipes are properly capped/terminated.
- The potable water supply is free of any possible cross-connection or contamination.
- All fuel gas systems, equipment and fixtures are in good repair and free of leaks.
- All areas of the property are free of an infestation of rodents or insects.
- Smoke detectors are located within every bedroom (within twelve inches of the highest point), within fifteen feet outside of each sleeping room, and on every level of the home.
- Carbon Monoxide detectors are located within fifteen feet outside of every sleeping room.