

# Pre-Sale Inspection Application

(Please see the attached documents)

Address of Property to be sold: \_\_\_\_\_ Date: \_\_\_\_\_

Property Type:

# of Units

Industrial  Commercial  Multi-Family  Single-Family  Condominium

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

Property Owner: \_\_\_\_\_ Property PIN Number: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Including street number, street name, and unit number, city, state zip)

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

Primary Structure  
 Shed  
 Detached Garage

Pool  
 Gazebo  
 Other: \_\_\_\_\_

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) \_\_\_\_\_

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) \_\_\_\_\_

## Inspection Cost:

1. **Single Family Residence** (individual townhomes and individual condo units):

- \$100.00 – such inspection fee will include all re-inspections if any are necessary
- (Re-inspection: \$0.00) (Failing to appear for an inspection: \$75.00)

2. **Commercial or Multi-family** (apartment buildings and hotels/motels):

Each dwelling unit:	\$115.00	(Re-inspection:	\$75.00)
Each residential common area or public area:	\$115.00	(Re-inspection:	\$75.00)
Each non-residential building:	\$225.00	(Re-inspection:	\$75.00)

By affixing his or her signature below, the owner agrees to comply with all rules and requirements outlined by the City of Countryside Ordinance for Presale Inspection of Properties, and the owner understands that the city will not issue real estate transfer stamps without compliance of said ordinance.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Company Represented: \_\_\_\_\_

Phone: \_\_\_\_\_  Fax: \_\_\_\_\_  E-mail: \_\_\_\_\_

Office Use Only File Number \_\_\_\_\_



## Pre-Sale Process Chart - Residential or Commercial

### STEP #1

Complete a Pre-Sale Application (<http://www.countryside-il.org/download/384/>)

Return application and applicable fee to the Countryside Building Department

Inspection Cost:

1. Single Family Residence (individual townhomes and individual condo units): \$100.00 – such inspection fee will include all re-inspections as required (Re-inspection: \$0.00) (Failing to appear for an inspection: \$75.00)
2. Commercial or Multi-family (apartment buildings and hotels/motels):  
Each dwelling unit:  
\$115.00 (Re-inspection fee \$75.00)  
Each residential common area or public area:  
\$115.00 (Re-inspection fee \$75.00)  
Each non-residential building:  
\$225.00 (Re-inspection fee \$75.00)

### Step #2

Schedule the inspection - Inspections will not be scheduled until after payment is received.

Inspections are made 24 hours in advance: Inspection Date: \_\_\_\_\_

Not Approved:

- If in the building official's estimation the cost of correcting the outstanding violations shall be less than three thousand dollars (\$3,000.00), the city will accept an attorney's letter, the form to be provided by the building department, executed by purchaser and purchaser's attorney and properly notarized. Should purchaser be unable to obtain said attorney's letter, then an escrow shall be established in the amount of seven hundred fifty dollars (\$750.00) or less, as determined by the building official.

- OR -

- The purchaser will place the sum of one thousand five hundred dollars (\$1,500.00) in escrow with the city should, in the building official's estimation, the cost of correcting the outstanding violations be three thousand dollars (\$3,000.00) or greater. All funds will be held in the city's general fund. Note: If a cash bond is posted - a Bond Return Application Form must be completed.

- OR -

- Take the steps to facilitate corrective actions (obtaining permits if required) and complete the work and reschedule an inspection and when approved:
  - Proceed to Step #3

Approved:

- Move to Step #3

### Step #3

Schedule final Water & Sanitary Meter Reads within 5 days of closing

Countryside Water Department

South Lyons Township Sanitary District

SLTSD 708-354-7390 or [billing@sltsd.com](mailto:billing@sltsd.com) for the sewer bill

LaGrange Highlands Sanitary District

LGHSD 708-246-5657

### Step #4

Complete the Property Transfer Stamp Application form

### Step #5

Bring in the following items into the Countryside Building Department

- Completed Property Transfer Stamp Form
- Final Reads / Receipt

The Clerk will review all documents and then provide the Pre-Sale Application Folder to be taken to the Countryside's Clerk's Office

### Step #6

Pay all applicable fees and receive the Property Transfer Stamp.

# Common Compliance Requirements for General Presale Inspections

(Note: This list may not be all-inclusive)

## 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.

# Common Compliance Requirements for Single Family Property Inspections

(Note: This list may not be all-inclusive)

## I. EXTERIOR

- Address number posted and clearly visible from the street.
- 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 electrical outlets are GFCI protected.
- All hose bibs are equipped with backflow protection either integrated or with a “screw-on” style vacuum breaker.
- Building is secured from unauthorized entry.
- The roof is free of leaks.
- The building is properly weather sealed.
- All accessory structures, including detached garages, parking lots, exterior lighting, fences, walls, trash enclosures, etc. are maintained structurally sound and in good repair.
- Property is clear of vehicles in disrepair or vehicles which are unlicensed or abandoned.
- Lighting fixtures in clothes closets located less than 12” in front of the shelf shall be either a recessed incandescent light bulb or be a surface mounted fluorescent. Compact fluorescent bulbs are the equivalent of a standard light bulb in this situation and are not allowed.
- No electrical outlets shall be painted. Painted outlets shall be replaced.
- All electric boxes shall be closed (no missing covers, trim plates, knock outs)
- The electric panel shall be properly and completely labeled.
- All outlets shall be properly wired.
- All plumbing systems, equipment and fixtures are in good repair and free of leaks.
- White, pre-made, rubber supply lines are not allowed on plumbing fixtures
- Vacuum breaker required on anything that a hose can be connected to.
- All plumbing fixtures shall be in good repair and be working properly (No flexible P- Traps, no holes in the wall under the sinks, toilet doesn't rock or move, all sinks and showers/tubs properly drain and the drain stoppers work)
- The dishwasher shall not be connected to drain through the garbage disposal.
- The furnace and hot water heater shall be in good repair and operating properly. The temperature and pressure relief valve on the water heater shall be piped to within six inches of the floor in either copper or galvanized piping (plastic is not allowed).
- All areas of the property are free of an infestation of rodents or insects. The unit number shall be affixed to the door.
- All walls shall be in good repair (no holes, major amounts of peeling paint, signs of mold)
- All flooring shall be in good repair (no holes in carpeting, tile isn't broken or peeling up. Normal wear and tear is acceptable.
- There is a smoke detector in every bedroom.
- There shall be a smoke detector in the hallway within fifteen feet of all bedrooms.
- If there are natural gas appliances in the home, there shall be a carbon monoxide detector within fifteen feet of every sleeping room.

## II. INTERIOR

- Mechanical unit(s) operating to maintain minimum required temperatures.
- All exit doors are functional and in good repair with proper locking devices.
  1. Exit doors must not require a key to lock/un-lock from the inside.
- All windows and exterior doors are functional and in good repair with proper locking devices.
- Access to all exits is clear and free of obstructions.
- All glazing is in good repair. (No broken or cracked glass.)
- All electrical systems, equipment, fixtures and wiring are in good repair.
- All receptacles along the kitchen counter, within the bathroom, within the garage or unfinished portions of the basement or within 6 feet of a water source are GFCI protected.
- All electrical wiring is properly installed, protected and enclosed.
- Access to all electrical panels and disconnects is clear and free of obstructions.

# **Common Compliance Requirements for Condo Inspections (Note: This list may not be all-inclusive)**

## **I. INTERIOR**

- The unit number shall be affixed to the door.
- The door and door locks shall be in good repair.
- The door lock and / or dead bolt shall not require a key to unlock from the inside.
- All walls shall be in good repair (no holes, major amounts of peeling paint, signs of mold)
- All flooring shall be in good repair (no holes in carpeting, tile isn't broken or peeling up. Normal wear and tear is acceptable)
- All electrical fixtures shall be properly installed and working properly.
- Lighting fixtures in clothes closets located less than 12" in front of the shelf shall be either are accessed incandescent light bulb or be a surface mounted fluorescent. Compact fluorescent bulbs are the equivalent of a standard light bulb in this situation and are not allowed.
- No electrical outlets shall be painted. Painted outlets shall be replaced.
- All electric boxes shall be closed (no missing covers, trim plates, knock outs)
- The electric panel shall be properly and completely labeled.
- All outlets shall be properly wired.
- Outlets shall not be loose (shall not move when something is plugged into them)
- All kitchen counter outlets and all bathroom outlets shall be GFCI protected.
- All plumbing fixtures shall be in good repair and be working properly (No flexible P-Traps, no holes in the wall under the sinks, toilet doesn't rock or move, all sinks and showers/tubs properly drain and the drain stoppers work)
- All windows shall be in good repair (no broken glass, seals or signs of leaking in around the windows)
- The balcony guardrail shall be in good repair and secured to the building
- The balcony doors are working properly and can be secured.
- There is a smoke detector in every bedroom.
- There shall be a smoke detector in the hallway within fifteen feet of all bedrooms.
- If there are natural gas appliances in the home, there shall be a carbon monoxide detector within fifteen feet of every sleeping room.
- The furnace and hot water heater shall be in good repair and operating properly. The temperature and pressure relief valve on the water heater shall be piped to within six inches of the floor in either copper or galvanized piping (plastic is not allowed).
- The dishwasher shall not be connected to drain through the garbage disposal.
- Other items depending on the condition of you property

## Presale Inspections:

No real property within the city of Countryside shall be sold unless the seller furnishes the buyer with a report of presale inspection no more than one hundred twenty (120) days prior to the closing and no later than the day of the closing on the sale of the property. Said report of presale inspection shall be based on an inspection by the building department of the city and shall be issued by same. The report shall state that the building complies with all applicable building and zoning regulations of the city, or, in the alternative, list the building and zoning violations.

The request for a presale inspection **must be made at least two (2) weeks prior to the scheduled date of the closing**. An inspection made pursuant to this section satisfies the annual inspection requirement of this section. A sale for purposes of this section includes contract sales, exchanges, conversions to condominiums and transfers of possession or control of the building. A person participating in such a sale in violation of this section, either as a seller or by receipt of a sales commission in connection therewith, shall be deemed in violation and be subject to the penalties as provided in this code. Any contract executed in violation of this section shall be voidable by the buyer.

Upon receipt of such request, the form and contents of which shall be as set forth in section [8-12-2](#) of this chapter, and payment of the inspection fee(s) as provided in [8-12-8](#) of this chapter, the building official shall cause such real property to be inspected.

- ❖ The inspection report will be valid provided the subject real property is transferred within one hundred twenty (120) days of the date such application is submitted and the appropriate inspection fee(s) paid to the city.
- ❖ Any real property to be transferred more than one hundred twenty (120) days following such date is subject to reapplication, re-inspection and the repayment of fees in accordance with this chapter as if no previous inspection report had been issued.

No person shall enter into a contract either to offer for sale or transfer any real property located in the city, or to purchase or accept transfer of any real property located in the city, unless the party in title, or beneficiary under any trust holding title, to such real property has first obtained a current and valid copy of the city inspection report for such real property.

### Request Filing Date:

The request for an inspection report shall be filed not less than fourteen (14) days prior to the proposed transfer of the real property. If the request is not filed, and/or the required fees are not paid, as provided in this chapter, the seller shall be subject to the penalty set forth in section [8-12-9](#) of this chapter.

Sellers:

If an inspection of the property reveals violation(s) of this code, the building official shall, as soon as is practical, but not later than thirty (30) days following such inspection, provide the applicant with a detailed report of the violations to be corrected. The seller of the real property shall then be given a reasonable time, as determined by the building official, using his or her knowledge, experience and expertise in this area, in which to correct such violations.

## Failure to Correct Violations Prior To Transfer:

The seller shall not transfer real property so long as there are outstanding violations until the seller has undertaken the following:

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 violations must be abated.

- ❖ The purchaser will place the **sum of one thousand five hundred dollars (\$1,500.00) in escrow** with the city should, in the building official's estimation, the cost of correcting the outstanding violations be **three thousand dollars (\$3,000.00) or greater**. All funds will be held in the city's general fund;

Or

- ❖ If in the building official's estimation the cost of correcting the outstanding violations shall be **less than three thousand dollars (\$3,000.00)**, the city will **accept an attorney's letter**, the form to be provided by the building department, **executed by purchaser and purchaser's attorney and properly notarized**. Should purchaser be unable to obtain said attorney's letter, then an escrow shall be established in the amount of seven hundred fifty dollars (\$750.00) or less, as determined by the building official.

In the event all outstanding violations are abated within the time prescribed by the building official, all amounts in escrow shall be returned to the then owner of the real property. In the event all outstanding violations have not been abated within said time, the building official shall issue a notice to the then owner of the real property of all outstanding code violations; immediately commence legal proceedings and apply the amounts held in escrow toward any fines which may be assessed for failure to abate any of the outstanding violations or any costs incurred by the city in gaining compliance.

### Inspection Costs:

- ❖ The inspection fee for a residential building whose construction is regulated by the international residential code and for attached single family residences (individual townhomes and individual condo units) shall be one hundred dollars (\$100). Such inspection fee will include all re-inspections if any are necessary.
- ❖ The inspection fee for a commercial or multi-family (e.g. apartment buildings and hotels/motels) building whose construction is regulated by the international building code shall be:
  - One hundred fifteen dollars (\$115.00) per dwelling unit.
  - One hundred fifteen dollars (\$115.00) per residential common or public area.
  - Two hundred twenty five dollars (\$225.00) per nonresidential building.

Each additional re-inspection for correction of cited violations for a commercial or multi-family building whose construction(s) regulated by the international building code shall be:

- Zero dollars (\$0.00) per dwelling unit for **single family** residence with remaining uncorrected violation(s).
- Seventy five dollars (\$75.00) **per dwelling unit** with remaining uncorrected violation(s).
- Seventy five dollars (\$75.00) **per residential common, exterior, or public area** with remaining uncorrected violation(s).
- Seventy five dollars (\$75.00) **per street address, exterior, or public area** with remaining uncorrected violation(s).
- Seventy five dollars (\$75.00) **per nonresidential building** with remaining uncorrected violation(s).

**For the purpose of this section, each address in a nonresidential multi-address location having a separate exterior entrance shall be considered to be an individual building.**

No unused inspection or re-inspection may be accumulated, banked transferred to another unit or building, bought, sold, or transferred at the time of sale.