

EXAMPLE LAW GROUP, PC

YOUR ADDRESS

YOUR PHONE

YOUR EMAIL

DATE

SENT VIA EMAIL TO building@countyside-il.org
COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF COUNTRYSIDE

RE: ADDRESS, COUNTRYSIDE, IL 60525

Dear City of Countryside:

We represent the Buyer(s) in the above referenced property transaction. We understand that a city pre-sale inspection was conducted on the property and there are outstanding items that must be repaired in order to pass the inspections. Rather than the seller making these repairs, the buyer has agreed to take on these repairs after taking possession of the property.

Our client has authorized my firm to inform you that he/she will undertake the corrective actions and:

- These items will be corrected within ____ days after closing. (Suggest 30-90 days)
- The closing date is scheduled for _____.
- They understand that any work may require a permit.
- Upon completion of the repairs, they will contact the city by calling 708-354-1860 to schedule the inspections for the corrective actions.

Buyers Name(s): _____

Buyer's Phone Number: _____

Buyer's Email: _____

Respectfully,

XXXXXXXXXX