



Dedicated to Serving People with Pride

Real Estate Transfer Tax Requirements

Mayor
MARGARET P. FULLER
Village Clerk
DIANNE H. LARSON
Trustees
GEORGE ALEX
MARK DOBRZYCKI
ARLENE JEZIERNY
DEMETRIOS MOUGOLIA
ROY SCHMIDT
LESTER SZLENDAK

It is the sellers' responsibility to:

- The seller must have an inspection done by the Village of Harwood Heights. No transfer stamp will be given until a Compliance Certificate is Issued by the Building Department, verifying that the house has passed inspection, and all violations (if any) have been corrected.
- The seller must have a final water reading done by the Village of Harwood Heights. Please call the village no earlier than two (2) days prior to your closing date to make an appointment for your final reading. Water readings are done between 9am – 10:30am, and someone must be home between those times to let the reader in. The Village of Harwood Heights cannot enter a home unless someone is present. No transfer stamp will be issued to the buyer until the final water bill is paid.

It is the buyers' responsibility to:

- The buyer **must** have paperwork to the Village of Harwood Heights no later than **48 hours** prior to their closing time so that the village can process the paperwork.
- The Village of Harwood Heights requires the **original** Deed, Harwood Heights Transfer Declaration, and State of Illinois Transfer Declaration.
- Payment of Transfer Stamps will be due from the buyer on the day the stamps are issued.

No Transfer Stamps will be issued until all of the above requirements are met. No personal checks will be accepted as form of payment, only certified, cashier, money order, or attorney's check will be accepted.

For water readings please contact Brigette (708) 867-7200
For Transfer Stamp information please contact Liz (708) 867-7200
For Home Inspections please contact Natalie (708) 867-3701

7300 West Wilson Avenue
Harwood Heights, Illinois 60706
Tel (708) 867-7200
Fax (708) 867-3038

www.harwoodheights.org

Building Inspection

The following is a list of most common building corrections needed but is not limited to:

1. Is address displayed to properly identify residence for emergency vehicles?
2. If the residence has a fence, is it legal and in good repair?
3. Does the building and garage have gutters and do they properly discharge into the front of the house or rear yard?
4. Is the roof structurally sound and free of defects, which might admit rain or dampness to the interior?
5. Are exterior walls maintained free from holes, loose, or rotting boards which might admit rain or dampness into the exterior?
6. Is the exterior paint in good condition?
7. Are all plumbing fixtures in working order?
8. Do all bedrooms have privacy locks?
9. Are exterior stairs and porches maintained free of safety hazards and safe for entering and exiting?
10. Is the residence free from inside or outside storage, which could promote a health, fire, or safety problem?
11. Do doors allow unobstructed exiting?
12. Is the residence free of unsafe or broken windows?
13. Is the foundation structurally sound?
14. Are floors, walls, and ceilings maintained in good condition?
15. Are all rooms provided with adequate light and ventilation?
16. Are interior stairs and railings free of unsafe hazards and safe for entering and exiting?
17. Is the gas supply free from any leaks?
18. Is the residence free from any infestation or rodents or insects?
19. Does the residence comply with applicable zoning regulations regarding use?

Please have the above corrections completed prior to our inspection in order to ensure that the sale of your property is not delayed.

PLUMBING

Prior to selling your house you need the following:

1. All faucets & tub and shower valves are in proper operating condition.
 - No leaks or drips
 - All aerators must be installed
 - Pop-up drains in proper working order
 - All handles secure and in proper working order.
 - All spray hoses in proper working order.
 - Faucets must supply hot and cold water.
 - All diverters must be in proper working order.
2. All fixtures (toilets, tubs, sinks, etc.) are in proper operating condition.
 - No cracks or leaks on fixtures or the piping serving the fixtures.
 - Fixtures must drain properly and all drain assemblies must be in proper working order.
 - Toilet seats required – in proper working order.
 - All fixtures secure to the wall and/or floor.
3. All pipe penetrations thru walls, floor, cabinets, etc. must be sealed with caulk, foam, or flange plate.
4. At the hot water heater:
 - Proper sized T&P relief valve required with full size discharge piping to the floor.
 - Proper gas and water connections required – no flexible connectors – di-electric connections where required.
 - Chimney flue must be sealed where flu piping connects to chimney.
5. At the Furnace/Boiler:
 - Unit must be in proper working order including condensate and/or circulating pumps.
 - Chimney must be sealed where flue piping connects to the chimney.
6. All sump pump discharge piping must drain into the front or rear yard(s) of the house. Sump pumps cannot be connected to the sanitary sewer system per Metropolitan Sanitary District Requirements. Disconnect all sump pump discharge piping from the sanitary sewer and route the piping to the front or back yard. If sump pit has sanitary laundry waste water and/or sanitary washroom waste water running into it, the sump piping and sanitary piping must be separated with the use of a laundry pump and/or the installation of an ejector pit, pump, and discharge piping. Please contact the building department with questions or for more information.
7. All sump and ejector pits must have a gas tight sealed cover(s). All ejector pits must be properly vented.
8. Stainless steel gas connectors are required at all gas stoves and all gas clothes dryers.
9. All plumbing piping in the house must be in proper operating condition – no leaks, drips, or temporary repairs.
10. Any unused gas, waste, vent, or water piping must be capped back to the mains.

The Village of
**Harwood
Heights**

Electrical

All Home sales and transferring of property are subject to inspections. This letter shall serve as guideline to help expedite the sale or transfer of your property. The following is a list of the most common code corrections needed but is not limited to:

1. A minimum of 100-amp (Circuit breaker type) electric service.
2. GFCI (ground fault circuit interrupter) receptacles or circuit breakers be installed in the following areas:
 - a. Bathrooms
 - b. Garages
 - c. Kitchens – where receptacles are installed to serve the countertop surfaces and middle islands
 - d. Unfinished basements
 - e. Outdoor locations
 - f. Within 6 feet of water source
3. At least one GFCI (ground fault circuit interrupter) receptacle shall be installed in each bathroom within 36 inches of basin.
4. All lights above tub/shower areas shall have enclosed watertight covers and GFCI (ground fault circuit interrupter) protection.
5. All outlets must be grounding type (3-prong) and grounded.
6. Simplex type receptacles for all microwave ovens in cabinets and sump pump locations.
7. A disconnect switch is required for dishwashers and garbage disposals.
8. Closets shall contain light fixtures with completely enclosed style lamps.
9. Working smoke and carbon monoxide detectors must be located within 15 feet of any sleeping area and one on each level.

The village of Harwood Heights follows Chicago 2000 code.

Please have the above corrections completed prior to out inspection in order that the sale or transfer of your property is not delayed. Should a third re-inspection be required, there will be a \$50.00 fee paid before this next inspection.

Thank you,

Gilbert Theel
Village of Harwood Heights
Electrical Inspector