

# VILLAGE REQUIREMENTS FOR CLOSING ON PROPERTY IN EVERGREEN PARK

9418 South Kedzie Avenue

PHONE: (708) 229-3333 | FAX: (708) 422-3482 | Email: rnix@evpkadm.org

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## 1. ZONING COMPLIANCE

- A) Obtain a zoning compliance form for property sales from the Building Department at 9418 S. Kedzie Avenue.
- B) Complete forms and fax back to (708) 422-3482, email to rnix@evpkadm.org, or you may drop them off at the Building Department, located inside the above address.  
(The property index number needed for this form can be found on a tax bill.)

## 2. FINAL WATER READING

- A) You must call the Water Department at (708) 229-3361 to set up your final water reading before closing, which should be done no more that 3 days before the purchase of transfer stamps.
- B) Payments will be taken at the time that the stamps are purchased (personal checks will not be accepted). Call (708) 229-3359 to find out the exact amount of your water bill.
- C) Final water bill payment must be separate from transfer stamp fee.

## 3. TRANSFER STAMPS

- A) After the zoning compliance is complete, inspections have passed or a letter was submitted, and the final water reading has been done, you may purchase the transfer stamps at the Village Hall Administration Building, 9418 S. Kedzie Ave.
- B) Transfer stamps are based off of the selling price of the property - they are \$5 per \$1,000 of the selling price.
- C) The \$50 inspection fee and \$50 zoning fee will be added to the total of the stamps and paid for at the time you purchase the transfer stamp.
- D) **Transfer stamp fee must be separate from the water bill payment!!**
- E) **PERSONAL CHECKS WILL NOT BE ACCEPTED!** (you may pay with a cashier's check/money order/ attorney/ realtor check or cash).

### **DUES TO BE PAID BEFORE CLOSING:**

Zoning Compliance. . . . . \$50.00  
Inspection (single family residence). . . . . \$50.00  
Final Water Bill. . . . . (amount is based on usage up until the day it goes out of your name)  
Transfer Stamps. . . . . \$5 per \$1,000 of selling price  
Amount of any outstanding tickets, fines or leins must be paid before the closing process even begins.

Only Cashiers Check/Money Order/Attorney or Realtor Checks accepted; please have the final water bill amount on **one** check and zoning, inspection and transfer stamps on a **second check**

**DO NOT INCLUDE FINAL WATER BILL AMOUNT ON THE SAME CHECK AS THE TRANSFER STAMPS. . .IT WILL NOT BE ACCEPTED!!**

***NO PERSONAL CHECKS, BUSINESS CHECKS OR CREDIT CARDS WILL BE ACCEPTED***



VILLAGE OF EVERGREEN PARK  
CERTIFICATION OF ZONING COMPLIANCE

Evergreen Park  
Municipal Code  
Section 5-267

BUILDING DEPARTMENT, 9418 S. KEDZIE AVE., EVERGREEN PARK, IL. 60805  
PHONE: 708-229-3333 FAX: 708-422-3482 EMAIL: rnix@evpkadm.org

**INSTRUCTIONS:** This form must be filled out completely, signed by one of the grantors, sellers  or his or her attorney and presented to the Building Department. We will make no on-site internal inspection without the owner's consent. The payment of \$50.00 fee is required at the time the Transfer Stamps are obtained. Checks payable to: Village of Evergreen Park .

1 ADDRESS OF PREMISES:

2 PERMANENT REAL ESTATE INDEX NUMBER:

TWP SEC. BLOCK PARCEL UNIT

3 NUMBER OF DWELLING UNITS: 0

4 OWNER/SELLER INFORMATION:

5 ACCESS INFORMATION IF AN INTERIOR/ON-SITE INSPECTION IS REQUIRED.

NAME: \_\_\_\_\_

THE DEPARTMENT WILL CONTACT:

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

TIME: \_\_\_\_\_ AM/PM \_\_\_\_\_

6 PERSON TO BE CONTACTED WHEN THE CERTIFICATE HAS BEEN ISSUED OR DENIED.

NAME: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

7 SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_  
OWNER/GRANTOR/AGENT

**DO NOT FILL IN BELOW THIS LINE - VILLAGE OF EVERGREEN PARK USE ONLY**

BUILDING DEPARTMENT CERTIFIES:

1 ZONING DISTRICT \_\_\_\_\_

DENIAL

DATE: \_\_\_\_\_

2 NUMBER OF DWELLING UNITS AS OF THE DATE OF CERTIFICATION \_\_\_\_\_

REASON: \_\_\_\_\_

**IF YOU DISAGREE WITH THE VILLAGE'S DETERMINATION, YOU MUST, WITHIN 5 DAYS, ASK FOR RECONSIDERATION.**

**DO NOT FILL IN BELOW THIS LINE - VILLAGE OF EVERGREEN PARK USE ONLY**

RECONSIDERATION REQUEST: DATE: \_\_\_\_\_ DENIAL

DATE: \_\_\_\_\_

REASON: \_\_\_\_\_

NAME: \_\_\_\_\_

VILLAGE OF EVERGREEN PARK  
CERTIFICATE OF BUILDING INSPECTION APPLICATION  
9418 S. KEDZIE AVE.  
(708) 229-3333 FAX: (708) 422-3482

**INSTRUCTIONS: This form must be filled out completely, signed by one of the grantors, sellers or his/her attorney and presented to the Building Department. We will make no on-site internal inspection without the owner's consent.**

DATE: \_\_\_\_\_

ADDRESS OF PREMISES: \_\_\_\_\_

TAX NUMBER: \_\_\_\_\_

TWP                      SEC.                      BLOCK                      PARCEL                      UNIT

OWNER'S NAME: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

OWNER'S TELEPHONE NUMBER: \_\_\_\_\_

TYPE OF OCCUPANCY: \_\_\_\_\_

Permission is hereby granted to make a zoning compliance inspection of the above premises.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

VILLAGE OF EVERGREEN PARK  
BUILDING DEPARTMENT  
9418 S. KEDZIE AVE.  
(708) 229-3333 FAX: (708) 422-3482

**INSPECTION DATE will not be issued without room sizes:**

LIVING ROOM: \_\_\_\_\_

DINING ROOM: \_\_\_\_\_

KITCHEN: \_\_\_\_\_

NUMBER OF BATHS: \_\_\_\_\_

MASTER BED: \_\_\_\_\_

2nd BEDROOM: \_\_\_\_\_

3rd BEDROOM: \_\_\_\_\_

4th BEDROOM: \_\_\_\_\_

FINISHED BASE:        \_\_\_\_\_ YES        \_\_\_\_\_ NO

**VILLAGE OF EVERGREEN PARK - REAL ESTATE TRANSFER TAX  
EFFECTIVE FEBRUARY 1, 1996**

**DECLARATION**

**EXEMPTION**

- (1) This form must be filled out completely, signed by at least one of the sellers, and presented to the Office of the Village Clerk, 9418 S. Kedzie Avenue, Evergreen Park, IL, 60805 at the time of purchase of real estate transfer stamps. The stamps must be affixed to the deed before recording.
- (2) The full actual amount of consideration of the transaction is the amount upon which the tax is to be computed. Both the full actual consideration of the transaction and the amount of the tax stamps required must be stated on this declaration.
- (3) Tax stamps may not be issued unless all water, sewer and refuse charges have been paid in full and a certificate of housing inspection has been issued for all residential housing property.
- (4) For additional information, please call the Village Clerk at (708) 422-1551, Monday, 9am-8pm; Tuesday through Friday, 9am-5pm, except Wednesdays and Saturdays, 9am-Noon.
- (5) **A REFUND for any UNUSED transfer stamp will ONLY be given within six months of the date of issuance. The unused stamp must be returned to the Village Clerk in order for the refund to be processed. There is a processing fee of \$10 that will be deducted from the refund.**

Street Address of Property \_\_\_\_\_

Permanent Property Index Number \_\_\_\_\_

Full Actual Consideration (include amount of mortgage and value of liabilities assumed) \$ \_\_\_\_\_

Amount of Tax (\$5 per \$1,000 or fraction thereof of full actual consideration, minimum \$100) \$ \_\_\_\_\_

I hereby declare that this transaction is exempt from taxation under the Evergreen Park Real Estate Transfer Tax Ordinance by paragraph(s) \_\_\_\_\_ of Section 18.54 (see EXEMPTIONS)

Explanation of exemption claimed: \_\_\_\_\_  
\_\_\_\_\_

We hereby declare that the full actual consideration and above facts contained in this declaration to be true and correct.

Purchaser: \_\_\_\_\_  
Names (no signature required)

Seller: \_\_\_\_\_  
Names Forwarding Address

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
Seller or Agent; By signing this, I agree to the above terms

## EXEMPTIONS

### Sec. 18-64. Exempt Transfers

Subject to the requirement contained in Section 18-55(c), the following transfers are exempt from the tax imposed by this Article:

- A) Transfers of real property made prior to January 1, 1986 where the deed was recorded on or before December 1, 1986, and assignments of beneficial interest in real property dated prior to November 1, 1986 where the assignment was delivered on or before December 1, 1986;
- B) Transfers involving real property acquired by or from any governmental body or acquired by any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious or educational purposes, or acquired by any international organization not subject to local taxes under applicable law provided that the property being transferred qualifies or will qualify as tax-exempt for Illinois real property tax purposes;
- C) Transfers in which the deed, assignment or other instrument of transfer secures debt or other obligations such as mortgages and trust deeds;
- D) Transfers in which the deed, assignment or other instrument of transfer, without additional consideration, confirms, corrects, modifies or supplements a deed, assignment or other instrument or transfer previously recorded or delivered;
- E) Transfers without consideration;
- F) Transfers in which the deed is a tax deed;
- G) Transfers in which the deed, assignment, or other instrument of transfer releases property which secures debt or other obligations such as release of mortgage;
- H) Transfers in which the deed is a deed of partition; provided, however, that if a party receives a share greater than its undivided interest in the real property, then such party shall be liable for tax computed upon any consideration paid for the excess.
- I) Transfers between a subsidiary corporation and its parent or between subsidiary corporations of a common parent either pursuant to a plan of merger or consolidation or pursuant to agreement providing for the sale of substantially all of the seller's assets.
- J) Transfers from a subsidiary corporation to its parent for no consideration other than the cancellation or surrender of the subsidiary's stock and transfers from a parent corporation to its subsidiary for no consideration other than the issuance or delivery to the parent of the subsidiary's stock.
- K) Transfers made pursuant to a confirmed plan of reorganization as provided under Section 11-46(c) of Article 11 of the United States Bankruptcy Code of 1978, as amended;
- L) Transfers in which the deed or other instrument of transfer is issued to the mortgagee or secured creditor pursuant to a mortgage or security interest foreclosure proceeding or sale or pursuant to a transfer in lieu of foreclosure, but not including transfers where consideration is paid.
- M) Transactions made between an executor or administrator and the heirs of an estate, but not including transfers where consideration is paid.
- N) Transactions made between any person acting in a fiduciary capacity to a successor fiduciary;

*Exempt transfers shall have the wording "Village of Evergreen Park Exempt Real Estate Transfer Tax" stamped thereon by the Village Clerk or its agent.*

**SAMPLE LETTER: MUST BE PROVIDED ON ATTOREY'S LETTERHEAD**

Date

Village of Evergreen Park  
Building Department  
9418 South Kedzie Avenue  
Evergreen Park, IL 60805

Re: Purchase and Sale of \_\_\_\_\_, Evergreen Park, Illinois.

Pursuant to the agreement of the Purchaser and Seller of the above referenced property, and in light of the fact that the Village of Evergreen Park has temporarily suspended performing Point of Sale Inspections due to the COVID-19 outbreak,

\_\_\_\_\_ (the "Purchaser")

is accepting the above referenced property with any known or unknown violations of the Evergreen Park Municipal Code.

\_\_\_\_\_  
Signature of Purchaser

\_\_\_\_\_  
Printed Name of Purchaser

\_\_\_\_\_  
Date of Signature of Purchaser