

Instructions

- 1) The **CITY OF WEST CHICAGO DEED CERTIFICATION FORM** must be filled out completely, signed by at least one of the grantors (sellers) or agent thereof, and presented to the City's Administrative Services Department, 475 Main St., West Chicago, Illinois 60185, at the time of payment for the Deed Certification Number as required by the West Chicago Deed Certification Ordinance. **Unless exempt from inspection, all deed certification transactions require a copy of the approved inspection sheet issued by the City's Community Development Department to be presented at the time of the issuance of the Certification Number.** A Certification Number must be affixed to all deeds when a title is recorded for all transfer transactions.
- 2) Please contact the City of West Chicago Community Development Department to schedule an inspection (630) 293-2200, ext. 131. An inspection is required whenever there is a change of occupant or tenant. Unless an exemption from an inspection applies, no Certification Number will be issued without an approved inspection of the structure as performed by the City's Community Development Department.
- 3) Arrangements must be made for a final meter reading for unbilled water and sewer usage. To schedule an appointment for a final meter reading, please call (630) 293-2200 at least 2 working days prior to the scheduled closing date.
- 4) All outstanding balances owed to the City must be paid by the grantor (seller) prior to the issuance of the Deed Certification Number. Outstanding balances owed to the City may include:

Water bills
Parking Tickets
Ordinance Violations (P-Tickets)
Liens/Memorandums of Judgment
Miscellaneous Receivable
Groot (waste services)

The inspection fee for a Deed Certification Number is eleven cents (11¢) per square foot or ten dollars (\$10.00) if the property is vacant land.

EXEMPTIONS FROM INSPECTION

In the case of an exemption, a copy of the signed Deed or Trust document which is subject to exemption shall be presented to the Director of Community Development or designee so as to be appropriately marked by the Director to be eligible for recordation

without payment of an inspection fee and/or exemption from inspection. As part of the application process, the Deed or Trust document, and any other documents reasonably necessary to determine the qualification of the Deed or Trust document for exemption, shall be presented to the Director of Community Development who shall have five (5) business days from the presentation of the documents to determine exemption eligibility. It shall be the applicant's responsibility to submit adequate documentation that supports an exemption. Any party desiring to close a real estate property transaction prior to the determination of exemption eligibility shall be subject to an inspection and applicable inspection fee imposed by the Ordinance pending the Director's final determination.

A final water and sewer usage meter reading is required for all exempt transactions and amount due must be paid in full before stamp is issued.

The following transactions or transfers of real estate are examples which are exempt from the inspection fee, but still require an exempt deed certification number.

- No change in the occupant or tenant of the structure
- Sellers relocating within the limits of the City of West Chicago
- New Construction
- Deeds or trust documents which secure debt or other obligation
- Deeds or trust documents which, without additional consideration, confirm, correct, modify, or supplement a deed previously recorded
- Deeds or trust documents of release of property which is security for a debt or other obligation

For further information, please call the City of West Chicago (630) 293-2200.

**CITY OF WEST CHICAGO
DEED CERTIFICATION FORM**

Copy of approved inspection sheet must accompany this application unless exempt from inspection

WE HEREBY DECLARE THE FACTS CONTAINED IN THIS DECLARATION TO BE TRUE AND CORRECT:

(PLEASE PRINT ALL INFORMATION CLEARLY)

PROPERTY ADDRESS: _____ P.I.N. NUMBER: _____

NAME OF PROPERTY OWNER / SELLER: _____

ADDRESS OF PROPERTY OWNER / SELLER: _____

FORWARDING ADDRESS OF SELLER: _____

SIGNATURE: _____ DATE SIGNED: _____
(Grantor/Seller)

DATE OF DEED: _____ TYPE OF DEED: _____

WAS THIS A RENTAL OR LEASED PROPERTY? YES NO

TYPE OF PROPERTY:	CHECK IF APPLICABLE:
_____ Single Family	<input type="checkbox"/> New Construction
_____ Multi-Family	<input type="checkbox"/> Relocate within West Chicago City Limits
_____ Commercial / Industrial	<input type="checkbox"/> No change in occupant or tenant
_____ Vacant Land (\$10.00 charge)	

NEW OWNER POSSESSION DATE: _____ **BUYER:** PLEASE CHECK (if applicable): Rental Leased

NAME OF BUYER: _____

BUYER BILLING ADDRESS: _____

-----**FOR OFFICE USE ONLY**-----

CITY RE-INSPECTION DATE: _____ RE-INSPECTION FEE: \$ _____

CITY INSPECTION APPROVAL DATE: _____ INSPECTION FEE: \$ _____

BUILDING SQUARE FOOTAGE: _____

CLOSING DATE: _____ RECORD NUMBER: _____

Date of Filing with City	Deed Certification Number	Employee Initials