



CITY OF WEST CHICAGO DEED CERTIFICATION FORM

(If you must print, please do so neatly. Instructions for completing this form are found on page 2.)
(Please provide a copy of the approved inspection report unless obtaining an exempt stamp.)

Grantor(s) hereby declare the facts contained in this declaration to be true and correct.

PROPERTY OWNER/SELLER/GRANTOR INFORMATION:

Property Address in WC: _____ P.I.N. Number: _____

Property Owner's/Grantor's Name(s): _____

Property Owner's/Grantor's Address: _____ City, State & Zip: _____

Grantor's Forwarding Address: _____ City, State & Zip: _____

Type Of Deed: _____ Date of Deed/Closing: _____

Signature: _____ Date Signed: _____
(Grantor)

CHECK ALL THAT APPLY:

- Single Family
- Multi-Family
- Residential Rental Property
- Commercial / Industrial
- Vacant land (\$20.00 charge)
- New Construction
- Relocating & Purchasing within City Limits
- No Change in Occupant or Tenant
- Exempt Stamp (If checked, briefly state the reason below.)

NEW OWNER/BUYER/GRANTEE INFORMATION:

New Owner's Possession Date: _____

Buyer's Name(s): _____

Buyer's Billing Address: _____ Buyer's City, State & Zip: _____

Buyer's Email: _____ Buyer's Phone: _____

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

INSPECTION APPROVAL DATE: _____ INSPECTION FEE: \$ _____

FINES/FEES/OTHER: \$ _____

CLOSING DATE: _____ RECORD NUMBER: _____

Date of Filing with City	Deed Certification Number	Employee Initials

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 Finance Department, 475 Main Street, West Chicago, IL 60185, at the time of payment for the Deed Certification Stamp as required by the West Chicago Deed Certification Ordinance. Unless an exemption (see examples below) from an inspection applies, all stamp 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 Stamp. **A City Stamp must be affixed to all deeds when a title is recorded at DuPage County for all types of transfer transactions.**
- 2) Please contact the City's Community Development Department to schedule an inspection (630) 293-2245. An inspection is required whenever there is a change of occupant or tenant. Unless an exemption (see below) from an inspection applies, no Stamp 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 (two) working days prior to the scheduled closing date.
- 4) All outstanding balances owed the City, such as **water bills, parking tickets, liens, or miscellaneous receivables**, must be paid by the grantor (seller) prior to the issuance of the Deed Certification Stamp.
- 5) The cost of the Deed Certification Stamp shall be based on the inspection fee, **which is \$100 plus twelve cents (\$0.12) per square foot**. The inspection fee for vacant land **is twenty dollars (\$20.00)**.

Exemptions from Inspection or Fee

Certain deed transactions may be exempt from the inspection process and as such, will not be required to pay an inspection fee to obtain a Deed Certification Stamp. Note that Stamps are still required for all transactions. Common examples of exemptions are:

- No change in the occupant or tenant of the structure.
- Sellers relocating (and purchasing property) within the limits of the City of West Chicago are required to have an inspection, but the inspection fee is waived.
- 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 for release of property which security for a debt or other obligation.

It is the applicant's responsibility to submit adequate documentation to support an exemption, such as a copy of the signed deed, trust document or other document, which would reasonably qualify an exemption. Said documentation must be provided to the Community Development Department at the time the Deed Certification Stamp is sought.