



CERTIFICATE OF COMPLIANCE APPLICATION

Notice is hereby given that the property hereinafter described is changing ownership and the undersigned, on behalf of the owner of said property, hereby requests the Village of Riverdale to inspect the premises hereinafter described, both interior and exterior, and does hereby consent to said inspection. You must apply at least two weeks before closing.

Property Address: _____ Seller Ph #: _____
Additional Ph #: _____

Permanent Property Index Number (PIN) _____

Current Owner/Grantor: (please print) _____

Current Owner/Grantor Address _____
Street

City State ZIP

Current Owner/Grantor Forwarding Address: _____
Street

City State ZIP

Check any and all appropriate areas: ___ Property purchased from HUD ___ Property purchased from VA

___ Single family residence ___ Condo, Townhouse ___ 1-2 units (residential) ___ 3 or more units (residential)
(state # of units) (state # of units)

___ * Commercial ___ * Mixed use (commercial & residential) ___ Vacant ___ Other (attach description)

* Must indicate square footage of **commercial and mixed use buildings** _____ Purchase price \$ _____

New Owner/Grantee: (please print) _____ Phone # _____
Additional Ph# _____

New Owner/Grantee Address: _____
Street

City State ZIP

WILL NEW OWNER OCCUPY THIS PROPERTY? ___ YES ___ NO

Listing Broker: _____ / _____ / _____
Agent's Name Phone #

Address: _____
Street

City State ZIP

Applicant Signature: _____ Date: _____

Driver's License #: _____

THIS APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY ALONG WITH ALL NECESSARY DOCUMENTS AND RETURNED TO THIS OFFICE BEFORE CLOSING IN ORDER TO RECEIVE YOUR TRANSFER STAMP.

Do Not Write Below This Line – For Official Use ONLY!

- ___ Water bill paid
- ___ Certificate of Compliance
- ___ "As-Is" Purchaser Affidavit (if required)
- ___ Termite Inspection

- ___ Lien Release (if applicable)
- ___ Outstanding Debt Paid
- ___ Basement Sleeping Restriction Letter (if required)
- ___ Deed (date ____/____/____)

Transfer Stamp Issued ____/____/____
by: _____
picked up by _____

Initials _____ **Fee Paid** ____/____/____ **Amount Paid \$** _____

**VILLAGE OF RIVERDALE
CERTIFICATE OF COMPLIANCE PROPERTY INSPECTIONS**

Riverdale Municipal Code 15.54 requires a Certificate of Compliance inspection for all proposed changes in ownership within the Village of Riverdale. The following information is provided to help guide you through the process.

1. **The property must be inspected.** Once the application is completed, and the required fee is paid, an inspection will be scheduled. Applications and inspection dates are done at Village Hall. Allow up to 2 weeks for this property inspection appointment to be completed.
Fee: \$200 for single family and two unit buildings
\$200 for the first two units plus \$50 for each additional unit
The fee includes one re-inspection (if required) within 45 days. Additional inspections will be charged additional fees.
 2. **Certificate of Compliance.** The Transfer Stamp will be issued when there are no violations, or violations** are corrected and all documentation is submitted.
 - Copy of the Deed to be executed at closing with buyer's name
 - Payment of any and all debt due and owing the Village including but not limited to final water bill, outstanding tickets, property maintenance violation tickets, etc. (no personal or business checks accepted)
 - Proof of a termite inspection (and proof of treatment, if needed)
 - Any required notarized letter(s), if needed (closing affidavit).
- ** Conditional Compliance Certificates may be issued when the new owner will assume the responsibility of making repairs to the property by signing a 45-day closing affidavit. Please note that Life Safety/Fire code Violations must be corrected and re-inspected prior to closing. The only exceptions to the Life Safety/Fire code violations would be if the property was purchased in a foreclosure or if the property was purchased from H.U.D. or V.A, then new owner can assume them in the affidavit. Property cannot be occupied until all violations are corrected. **PLEASE INQUIRE IF BUILDING PERMITS ARE NEEDED FOR WORK TO BE COMPLETED. CALL INSPECTIONAL SERVICES FOR FURTHER INFORMATION AT 708/849-1798.**
3. **Final water bill.** Final meter readings are conducted on Monday and Friday depending on availability. These will need to be scheduled during the prior week. Failure to comply with this requirement or requesting a special reading will result in an additional \$25.00 service charge. A final water bill must be paid prior to closing before obtaining the transfer stamp. **ALL FINAL WATER READINGS ARE VALID FOR 7 DAYS.** Please contact the Village Hall to schedule the meter reading at (708) 841-2200. **Cash, credit/debit, money order, certified or cashier's checks are accepted for payment only.**
 4. **Steps 1-3 must be completed before a change in ownership can take place.**

THINGS THE INSPECTORS LOOK FOR AT A SINGLE FAMILY DWELLING:

On the outside of the home & garage:

- House numbers (at least 4" high), in a contrasting color, shall be posted on the front and rear of the property.
- Gutters and downspouts shall be in good condition, directed away from any building, and not connected to the sewer system.
- Rotted wood must be replaced.
- No peeling paint is permitted.
- Tuck-pointing must be in good condition.
- Exterior doors must be in good repair.
- Ground Fault Circuit Interrupters (GFCI) are required within 6 feet of any water source. Rain-type covers must be in place on all outside receptacles & boxes.

On the inside of the home:

- *Smoke detectors must be installed on each level of the home, including basements. In addition, smoke detectors must be installed in every sleeping room.*
- *Inside keyed locks or dead bolt locks are NOT allowed on entry or screen doors. Inside thumb latch type locks are permitted.*
- *Every dwelling unit shall be equipped with at least one approved carbon monoxide alarm in an operating condition within 15 feet of every room used for sleeping purposes.*
- Broken windows & doors must be repaired; windows & doors must operate.
- Screens for windows & doors must be in place or provided.
- Plumbing system will be checked.
- 100-ampere electrical service, with circuit breakers, must be in place. (If 100 amp service needs to be installed, all outlets must be changed to 3-pronged grounded outlets).
- All circuits in the electrical panel shall be marked.
- GFCI are required within 6 feet of any water source. At least one outlet is required in each bathroom.
- No open electrical wiring is permitted.

Basement Windows in the Home:

- All-glass, block windows are allowed in basements, provided that there are no sleeping rooms (bedrooms) in the basement. ***Village of Riverdale will require a notarized letter from the prospective buyer stating that room(s) in the basement area will NOT be used as sleeping quarters.***

Sleeping Rooms (Bedrooms) in the Basement

- A battery-operated smoke detector in the common area and 1-110 volt smoke detector must be installed for each sleeping area.
- A functional dry chemical fire extinguisher with a minimum U.L. rating of 2A 10B: C rating must be installed for each sleeping area.
- A second exit, remote from the first, must be provided. This exit shall meet all requirements as shown in the National Fire Protection Life Safety Code.

If these conditions are not met, the Village of Riverdale will require a notarized letter from the prospective buyer stating that room(s) in the basement area will NOT be used as sleeping quarters.

Note: This listing is not all-inclusive and inspectors may cite any violation of Village code noted during the inspection. Village inspections are a general code-based review of the property and property purchasers should consider obtaining a thorough home inspection completed by a professional building inspection firm.

ADDITIONAL ITEMS FOR MULTI-FAMILY DWELLINGS:

Heating System: If the building has 6 or more units and is heated by a boiler that exceeds 200,000 Btu input, a current boiler certificate from the Illinois State Fire Marshal's Office must be displayed.

Fire Alarm System: If your building has 12 or more units, or is 4 or more stories in height, a fire alarm system, including hard-wired smoke detectors in each apartment unit and hallways, shall be installed, tested, and maintained in accordance with NFPA 70, *National Electric Code*, and NFPA 72, *National Fire Alarm Code*. The fire alarm system shall have an approved maintenance and testing program. The alarm must be monitored by an approved center, or connected directly to the Riverdale's 9-1-1 Dispatcher Center.

Smoke Detectors: You must install an 110v powered smoke detector within 15 feet of every sleeping area as well as a battery powered smoke detector in ***EACH*** sleeping room.

Carbon Monoxide Detectors: Every structure that contains more than one dwelling unit shall contain at least one approved carbon monoxide alarm in operating condition within 15 feet of every room used for sleeping purposes.

Key Lock Box Systems: By ordinance, all apartment buildings of 3 units or more shall have a U.L. listed key lock box. The box shall be installed in a location approved by the Fire Chief or designee. The box shall contain the following keys:

- Exterior and interior egress doors.
- Locked mechanical rooms.
- Locked elevator rooms.
- Elevator control panels.
- Any fenced or secured areas.
- Any other areas, as directed by the Fire Chief or designee.
- A floor plan of the rooms within the building.

Please remember that the Village of Riverdale inspectors are firefighter/emergency medical personnel. Emergency responses have priority over inspections, so there are times that a scheduled inspection may not occur. In those cases, your inspection will be rescheduled as soon as practical.

Our Certificate of Compliance inspections are a general code-based review of the property. The property purchaser should consider obtaining a thorough home inspection completed by a professional building inspection firm.

ONCE YOU OWN THE PROPERTY:

Fire safety is our primary concern. Please remember to maintain the safety features of your home or apartment building: Smoke detectors, CO detectors, Fire alarm system, Sprinkler system and Fire extinguishers.

Please plan two ways out of every room in your home or apartment. Practice your residential fire escape plan.

Check with Inspectional Services regarding the Annual Rental License and Occupancy Permits needed for any rental property in the Village. 708/849-1798



PURCHASER'S PROPERTY CLOSING AFFIDAVIT

As the new owner of the property located at _____ in Riverdale, Illinois, I will correct any and all violation(s) cited by Village of Riverdale Inspector(s) within **45 days after the date of closing** on the above listed property. *(Life Safety/Fire code Violations must be corrected and re-inspected prior to closing. The only exceptions to the Life Safety/Fire code violations would be if the property was transferred due to a foreclosure or if the property was purchased from H.U.D. or V.A. All other violations must be repaired within the 45 days after the date of closing. In those cases, I understand occupancy by myself or anyone is not permitted until all violations have been corrected and re-inspected by the Village of Riverdale.) I understand it is my responsibility to contact Inspectional Services (708)849-1798 for any building permits that might be needed to repair the violations.*

I have been furnished a copy of any and all inspection report(s) for the above referenced property done in connection with this transfer of property. I understand that no work may be done without the proper permit(s). I am responsible to contact the Inspectional Services (708-849-1798) to schedule the required re-inspection(s) on any and all inspection report(s). I understand that no below grade areas may be used for sleeping quarters now or in the future unless other requirements are met by applicable codes. **MY NEXT INSPECTION DATE IS:** _____, **20** _____. **TIME:** _____. Office use--Please check if received copy of violation notices. Please have new property owner initial here that they received violation notices. Initials: _____

I understand that failure to meet with the inspector(s) or failure to bring all items shown on Non-Compliance Notice(s) into compliance with Village Municipal Code will result in fines and other penalties as provided by Village Municipal Code.

PLEASE INDICATE THE TYPE OF SALE:

- Property being purchased from a private owner.
- Property is currently owned by H.U.D., the V.A. or a bank (previously foreclosed property). I understand that in addition to making all repairs, it is my responsibility to furnish a termite inspection performed on this property within forty-five (45) days of closing.

PLEASE CHECK TO INDICATE YOUR INTENTION FOR THIS PROPERTY:

- I will occupy this property.
- I will **not** occupy this property. (If you checked this option, please choose one from list below)
- This property will become a rental property. I understand that there are certain criteria regarding rental properties as required by Village Ordinance. It is my responsibility to contact the Inspectional Service as soon as this closing takes place to inform the Village of my intention to rent this property. **Additional fees and paperwork will be required before this property will be approved for occupancy.**
- It is my intention to rehab this property and sell it in the future. All violations must be corrected and re-inspected by the Village before this property may be sold again. Please make sure proper Building permits have been pulled.

PLEASE INDICATE IF PROPERTY HAS WATER SERVICE TO IT:

- Yes, there is water service currently supplied to property.
- No, there is no water service currently supplied to property. Water has been disconnected.

Print Name

Signature

Address

City, State, Zip

Telephone Number

Additional Contact Number

Date of Closing

Inspection date:

Subscribed and sworn to before me this _____ day of _____, 20 ____

Notary Public

seal