

PROCEDURES FOR SELLING A HOME IN BELLWOOD

**** ANYONE REPRESENTING THE OWNER MUST HAVE AN AUTHORIZATION LETTER SIGNED AND NOTARIZED OR AUTHURATION ON THE COMPANY LETTERHEAD PRIOR TO ORDERING ANY INSPECTIONS ****

1. All real estate sales, residential or commercial property require a **PRE – SALE INSPECTION**. Pre-sale inspections are valid for six months.
 2. The cost of a Pre-Sale inspection is as follows:
 - i. **Single family home:** \$125.00
 - ii. **Duplex single family:** \$150.00
 - iii. **Commercial / Industrial Property:** (up to 5,000 sq. ft.\$175.00; over 5,001 sq. ft. \$200.00)
 - iv. **Single multiple family dwelling:** \$75.00
 - v. **Multiple family building (each):** \$150.00 plus \$5.00 per unit
- Fees as charged cover the cost associated with the initial inspection as well as one (1) additional inspection to check for compliance.**
- Additional re-inspections will be charged at the rate of \$75.00 per inspection.**
- All fees must be collected before an inspection is scheduled.**
3. It may take 7-10 business days before a Pre-Sale inspection report is issued and ready to be picked up.
 4. Once the inspection report is received and the violations are corrected, a re-inspection must be scheduled. If the violations are not to be corrected an escrow amount must be established. When the violations are in compliance a **CLEAN SHEET** will be issued.
 - A. With an escrow being established the following must be provided in addition to all other items:
 - i. **ESCROW MEMO** total amount that needs to be held in escrow. Must be **requested from the Building Commissioner and takes up to 3 business days.**
 - ii. **PROPERTY SALE AFFIDAVIT** must be completed and notarized.
 - iii. **LETTER OF DIRECTION** must be submitted on company's letterhead form the Title Company, attorney, or Realtor holding the escrow amount.
 - B. When certifications are requested for roofs or heating and cooling systems, the escrow amount can be lowered, only if the certifications reveal that the inspected item(s) are in satisfactory condition.
 5. If **LOCATION OF THE GROUND TAG** is requested (this request will be noted in the inspection report), it must be located and tagged prior to sale of the Transfer Tax Stamp.
 6. The front page of the **CONTRACT FROM THE ATTORNEY** is required.
 7. The **FINAL WATER BILL** must be paid. The final water reading should be scheduled in the Finance Department, 1-3 days prior to the purchase of the Transfer Tax Stamp.
 8. The **PUBLIC SIDEWALK INSPECTION** must be scheduled 48 hours in advance. Please call 708-547-3540. Any fees for the sidewalk inspection must be paid in the Finance Department before the issuance of a Transfer Tax Stamp. It cannot be included in an escrow amount.
 9. The **ORIGINAL** Plat of Survey is required.
 10. The **ORIGINAL** deed is required. It must be signed and notarized.
 11. All fines and outstanding balances in the Police and Building Department must be paid prior to the issuance of a Transfer Tax Stamp.
 12. **Transfer Tax Stamp is \$5 per \$1,000 or fraction thereof of full value consideration. Stamps are \$10 per \$1,000 if closing is done prior to the purchase of the Transfer Tax Stamp.**
 13. Transfer Tax Stamp can be purchased with a cashier's check, certified check, money order, cash or credit card.

**** If purchasing a HUD Home in the Village of Bellwood, all of the above apply in addition to any procedures deemed necessary by the Building Commissioner ****

- DOCUMENTS NEEDED TO PURCHASE TRANSFER TAX STAMPS -

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

- ___ INSPECTION REPORT
- ___ ORIGINAL DEED WITH DESCRIPTION (SIGNED AND NOTARIZED)
- ___ FIRST PAGE OF CONTRACT FROM ATTORNEY
- ___ FINAL WATER BILL
- ___ SIDEWALK INSPECTION
- ___ ORIGINAL PLAT OF SURVEY
- ___ BUILDING SIGNATURE: _____
- ___ POLICE SIGNATURE: _____
- ___ ESCROW MEMO WITH OR WITHOUT CERTIFICATIONS
- ___ PROPERTY SALES AFFIDAVIT (NOTARIZED)
- ___ LETTER OF DIRECTION

DATE: _____

DONE BY: _____