

PROCEDURES FOR SELLING A HOME IN BELLWOOD

(Revised January 28, 2014)

1. All real estate sales, residential or commercial property require a **PRE – SALE INSPECTION**. Pre-sale inspections are valid for six months.
 2. Commercial or industrial properties as well as multiple family dwellings 3 units or greater will require a fire department inspection as part of the presale process.
 3. The cost of a Pre-Sale inspection is as follows:
 - i. **Single family home:** \$175.00
 - ii. **Duplex single family:** \$200.00
 - iii. **Commercial / Industrial Property:** (up to 5,000 sq. ft. \$225.00; over 5,001 sq. ft. \$250.00)
 - iv. **Single multiple family dwelling:** \$125.00
 - v. **Multiple family building (each):** \$200.00 plus \$10.00 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.
 4. It may take 3-5 business days before a Pre-Sale inspection report is issued and ready to be picked up.
 5. Once the inspection report is received and the violations are corrected, a re-inspection must be scheduled. When the violations are in compliance a **CLEAN SHEET** will be issued.
 6. Outstanding issues will be listed on a "Purchasers Acknowledgment" form.
 7. 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.
 8. The front page of the **CONTRACT FROM THE ATTORNEY** is required.
 9. The **FINAL WATER BILL** must be paid. The final water reading should be scheduled in the Finance Department, 1-3 days prior to the date of purchase of the Transfer Tax Stamp.
 10. The **PUBLIC SIDEWALK INSPECTION** must be scheduled 72 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 as part of the "Purchaser's Acknowledgment letter"
 11. The **ORIGINAL** Plat of Survey is required.
 12. The **ORIGINAL** deed is required. It must be signed and notarized.
 13. All fines and outstanding balances in the Police, Finance and Building Department must be paid prior to the issuance of a Transfer Tax Stamp.
 14. **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.
 15. 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 ****