

CHECKLIST FOR REAL ESTATE TRANSFERS (SALE/AS-IS)

PAPERWORK MUST BE COMPLETED ON ALL REAL ESTATE TRANSACTIONS

- Real Estate Inspection is required on all transactions unless it is an exempt transaction (i.e. deed in trust, bank possession, etc.).
Inspection fee- \$200.00 Commercial, \$240.00 Residential
- The inspection should be scheduled at least 14 days prior to closing date. The report will be available 7-10 business days after inspection.
- Seller/realtor will be provided with any fines, liens or violations in relation to the inspection report.

As-Is Sale Inspections require an escrow amount based on the following:

\$2500-\$5000, fee will be determined at time of inspection

- The buyer is required to place the ESCROW VIA CERTIFIED FUNDS in the form of a **cashier's check, certified check and/or money order.**
- Buyer will need to read and sign an Escrow Affidavit which outlines the Village requirements to bring the property into compliance.
- Buyer has up to **six (6) months** to complete the repairs.
- Building permits are REQUIRED.
- All new sales and/or As-Is Sales require a **ROOF CERTIFICATION** to indicate that the roof is certified for a minimum of three (3) years.

NOTE: Buyer should read the affidavit in its entirety to ensure that he/she understands the process.

After the escrow is posted and all required documents are received in the Clerk's office, the seller will be allowed to pick up the real estate transfer stamp.

The following items are required to obtain the Village of Robbins transfer stamp:

- A final water bill must be paid.
- Any fines, liens or violations must be paid.
- A copy of the deed that will be recorded.
- A copy of the real estate contract (only the page that lists the selling price and the signature page) and/or the MyDec form.
- The original Village of Robbins real estate transfer declaration form completed including signatures of the seller and buyer or their agents.
- The transfer stamp fee is \$100.00 per pin number or \$25.00 per pin number for exempt transactions.
- Submit all requests for water, fines, liens and violations in writing via email to both inspectionsservices@robbins-il.com and sdyson@robbins-il.com

BUILDING DEPARTMENT

- The inspector will indicate on the inspection report which permits are required.
- All required permits must be obtained prior to the final escrow release inspection, otherwise the escrow will be forfeited.

METHODS OF PAYMENT ACCEPTED

ONLY Cash, Credit Card, Money Order or Certified Check will be accepted for payment. All checks should be made payable to the 'Village of Robbins'.