

Village of Westchester

10300 Roosevelt Road, Westchester, Illinois, 60154



Checklist Prior To Closing

1. Contact the Community Development Department to arrange a home inspection **after Application for Compliance Inspection and payment is received.**

Inspections must be requested at least **24 to 48 hours in advance.** Requests for “On the spot” inspections cannot be honored. Please refer to the Compliance Application for the list of applicable fees based on property classification.

The compliance report will be sent to you **within 2-3 business days.** If violations exist, the current homeowner will be responsible to bring the property into compliance. After the violations have been abated, a re-inspection will need to be scheduled. After a satisfactory inspection, the letter of compliance will be available at the Village Hall.

If a property is being sold “as is” an **Affidavit to Assume Liability for Repairs** will need to be completed and notarized. There is a form available on our website or Village Hall.

Please start this process at least **1-2 weeks before the scheduled closing date** to allow ample time to correct any violations.

Please contact the Community Development Department by calling (708) 345-0199

2. Contact the Utility Billing clerk to arrange a final meter read.

We will not accept same day appointments. The meter *reading date* should occur no sooner than **3 business days** before the closing date. You must notify the village if the closing date changes. The final bill (and balance) will be available **within two business days** following the read date. **It is mandatory that the final water bill is paid before a deed will be stamped.**

3. The original deed must be presented at the Village Hall for a transfer stamp.

A copy will not be accepted and there is no fee for the Transfer Stamp.

Please contact the Utility Billing Department by calling (708) 345-0020