



# Village of South Chicago Heights

## COMPLIANCE APPLICATION

### RESIDENTIAL OR COMMERCIAL RENTAL PROPERTY

Notice is hereby given that the property hereinafter described is changing OCCUPANTS and the undersigned, on behalf of the owner of said property, hereby requests the Village of South Chicago Heights to inspect the premises hereafter described, both interior and exterior, and does hereby consent to rental inspection(s) which expires in 90 days from date inspection was complete. You must apply at least two weeks prior to occupying the property.

Property Address: \_\_\_\_\_ Pin Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ -0000

Current Owner/Grantor: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
*(Please print)*

Current Co-Owner/Co-Grantor: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
*(Please print)*

EMAIL Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Property Type: Check all appropriate areas:**

\_\_\_\_ Single family residence    \_\_\_\_ Condo, Townhouse    \_\_\_\_ Two Unit    \_\_\_\_ Vacant    \_\_\_\_ Other  
\_\_\_\_ Multi-unit (No. of units \_\_\_\_\_)    \_\_\_\_ \*Commercial    \_\_\_\_ \*Mixed use (commercial & residential)

\*Must indicate square footage of commercial and mixed-use properties: \_\_\_\_\_ sq. ft.

New Tenant/Grantee: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
*(Please print)*

New Co-Tenant/Co-Grantee: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
*(Please print)*

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Property Manager/Agent's Name:** \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

***If property is handled by property manager, estates attorney, power of attorney or property agreement, must provide an authorization letter.***

***THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY, ALONG WITH ALL NECESSARY DOCUMENTS, PROOF OF OWNERSHIP AND RETURNED WITH PAYMENT BEFORE INSPECTION IS SCHEDULED. INSPECTION EXPIRES 90 DAYS FROM DATE OF INSPECTION. COMPLIANCE OF ALL CODE VIOLATIONS MUST BE MET IN ORDER TO RECEIVE YOUR COMPLIANCE CERTIFICATE, BUSINESS OR RESIDENTIAL RENTAL LICENSE.***

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Driver's License/State I.D #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public Seal

Payment Type: \_\_\_\_\_ Receipt#: \_\_\_\_\_

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**Do Not Write Below This Line-For Official Use ONLY!**

TYPE OF DOCUMENT	AMOUNT DUE:	ATTACH PROOF & CLERK INITIALS:
Final Water Bill		
Outstanding Citations		
Lien Released <i>(if Applicable)</i>		
Required Water Deposit:		
Deed/Closing/Lease Documents		
Business License Payment <i>(If Applicable)</i>		
Buyer Basement Affidavit <i>(if Applicable)</i>		
<b>BELOW FOR COMMERCIAL PROPERTY ONLY</b>		
Fire Detection Certificate		

Date Fee Paid \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Receipt# \_\_\_\_\_

**SUPERVISOR/MANAGER**

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

OCCUPANCY PERMIT ISSUED: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

*Transfer Certificate Cannot be issued without below signature*

PICKED UP BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*Must provide state issued ID*

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South Chicago Heights Municipal Code Sec.14-11 requires an inspection for all proposed occupancy changes in rental property within the Village of South Chicago Heights. The following information is provided to help guide you through the process.

- **INSPECTION** - The property must be inspected. Once the application is completed, and the required fee is paid, an inspection will be scheduled. The inspection report expires 90 days from the date of inspection. If property is occupied with tenants or a business, violation must be completed in 90 days or less. Post Repair Agreement must be signed for larger cost violations approved by the Village.
- Fees: \$175.00 for **single family dwelling** (includes first and final inspection-\$50.00 thereafter for each inspection which is payable before inspection is scheduled).
- \$175.00 plus \$25.00 per unit for **multi-unit dwellings** (includes first and final inspection-\$50.00 thereafter for each inspection which is payable before inspection is scheduled).
- \$200.00 plus \$25.00 per unit for **commercial/industrial properties** (includes first and final inspection-\$50.00 thereafter for each inspection which is payable before inspection is scheduled).

**\*\*\*Missed appointments-unless cancelled at least one business day in advance by contacting the building department at Village Hall, shall incur a penalty of \$50.00 for a single-family dwelling or 2 unit building and a penalty of \$100.00 per building for a commercial/industrial structure\*\*\***

1. **COMPLAINT PERMIT**- The permit will be issued when there are no violations, or violations are corrected, and all documentation is submitted:  
Payment of all debt due and owed to the Village including a final water bill, outstanding tickets/property maintenance violations, etc. (No personal checks accepted)

**Please note that Life Safety/Fire code violations must be corrected and re-inspected within 30 days of inspections for commercial property and multi-unit residential property.**

Please contact the Village Hall's Building department at (708)755-1880 for information on obtaining any building permits to repair violations. **Commercial and Residential property cannot be occupied until all violations are corrected and proper license is obtained.**

2. **FINAL WATER BILL**-Final meter readings are conducted Monday through Friday, depending on availability. Before a final bill can be generated, the property must be VACANT. Upon finalizing the water account, the water will be turned off. A final bill must be paid prior to closing before a transfer certificate will be issued. The only exception to this is if/when a multi-unit property is being sold and there are tenants occupying the premises. In this case, the final bill will be generated and the water application for the new owner processed simultaneously. This will prevent any lack of water service to the property.

Steps 1-2 must be completed before a change of occupancy can take place.