

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

### **STEP #1**

**\*PAPER WORK MUST BE COMPLETED ON ALL REAL ESTATE TRANSACTIONS\***

- **Real Estate Transaction Application – Inspection Fee - \$200.00 – [www.vodolton.org](http://www.vodolton.org).**
- The inspection is normally scheduled within **3-5 days**.
- Seller/Realtor will be sent a copy of the liens, fines and/or judgments along with a copy of the completed inspection report.

### **STEP #2**

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

|                                   |                  |
|-----------------------------------|------------------|
| Owner Occupied Single Family Home | <b>\$500.00</b>  |
| Investors and Multi-unit Property | <b>\$1000.00</b> |

- The Buyer is required to place the **ESCROW VIA CERTIFIED FUNDS** in the form of **cashier's check, certified check 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 **four (4) months** to complete the repairs & **Building Permits are REQUIRED** for most **As-Is Sales** – Permits can be obtained AFER closing.
- **All NEW sales and/or AS-IS Sales** require a payment of **\$225.00 for a new water meter**.
- **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. *A copy of the IL Roofing License is required.*
- **Point of Sale** – the **ROOF CERTIFICATION** must be provided **PRIOR** to closing.
- **As-Is Sale** – the **ROOF CERTIFICATION** can be submitted **AFTER** closing.

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

### **AFTER THE ESCROW IS POSTED – THE SELLER WILL BE ALLOWED TO PURCHASE THE TRANSFER STAMP**

### **STEP #3**

The following items are required to obtain the VOD Water Transfer Stamp:

- A **FINAL WATER BILL** must be requested within **five (5) days of closing** (contact Public Works Department at 708-201-3280 then follow up with the Water Department at 708-849-4000)
- A **Copy of the NEW Deed that will be recorded** (*From SELLER to BUYER*).
- 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 **Village of Dolton Real Estate Transfer Declaration Form**, signed by buyer & seller (or their authorized agents).
- **The Transfer Tax fee of \$5.00 per \$1,000.00** of the selling price which is the dollar amount shown on the Transfer Declaration Form.
- **The Transfer Stamp Fee is \$50.00**
- If sale involves a Trust or Transfer, a copy of **Trust Agreement or Corporation** papers is required.



VILLAGE OF  
**DOLTON**  
*"A Community Working Together"*

All other Real Estate Transactions (i.e. Quitclaim, Judicial, Transfer to/from Trust, Tax Deed, etc.) require the following forms:

- Real Estate Transaction Application (*check the type of transaction*)
- Village of Dolton Real Estate Declaration Form
- Copy of the Notarized Deed and/or Trust Agreement
- **The Transfer Stamp Fee is \$50.00 + Processing Fee listed on the application**

**REQUEST FOR COPIES OF FINES, LIENS AND/OR JUDGMENTS**

- Submit all requests for fines, lines and/or judgments in writing via email to: [wmoore@vodolton.org](mailto:wmoore@vodolton.org) [ccollins@vodolton.org](mailto:ccollins@vodolton.org), [dwest@vodolton.org](mailto:dwest@vodolton.org) or via fax (708) 201-3233.

**PERMITS & LICENSING DEPARTMENT**

- Paper work must be completed on all Real Estate transactions.
- 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 and withheld.*
- Please call or visit the Director of Permits & Licensing, Samysha Williams (708) 201-3296 for further information.

**PAYMENT CENTER**

- **Take the paperwork from the Housing Department to the Payment Center to obtain the stamp.**
- Outstanding fines, lines and/or judgments along with the housing receipt for payment.
- **Final Water Bill** must be paid along with the issuance of the Transfer Stamp.
- Transfer sign-off sheet which includes a list of all outstanding monies due.
- A completed and signed Village of Dolton Water Stamp Transfer Declaration Form.

**METHODS OF PAYMENT ACCEPTED:**

**The Village of Dolton *no longer* accepts cash, credit or debit as a form of payment for **FINAL WATER BILLS\*** - Money Orders, Cashier's Checks, Certified Funds, Credit/Debit Cards** are accepted for other transactions (i.e. real estate transfer tax and transfer stamps, sale inspections, etc.)

**ALL CHECKS SHOULD BE MADE PAYABLE TO THE "VILLAGE OF DOLTON"**

Dolton Transfer Stamps can be purchased at: Village of Dolton – Payment Center  
14122 Martin L. King Jr. Drive  
Dolton, IL 60419

**HOURS OF OPERATION:**

Monday thru Friday between 9:00 a.m. and 5:00 p.m.

Note: THE **TRANSFER TAX** FEE DOES NOT APPLY TO HUD or FANNIE MAE PROPERTIES however the cost of the STAMP is \$50.00.

*For additional information contact the Housing Department at (708) 201-3263 or [housing@vodolton.org](mailto:housing@vodolton.org)*