



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

## Housing Department

### Selling Property "As-Is" Checklist

*(What is Needed to Close File & Get Transfer Stamps)*

#### Step#1 Seller(s) Responsible

- Real Estate Transaction Application-Inspection Fee **\$200.00** *(Typically completed by the Seller or Seller Rep.)*
- Schedule an Inspection

#### Step#2 Buyer(s) Responsible

- Owner Occupied Single Family Home Escrow Amount required **\$500.00** *(Certified funds only/No online payment are excepted)*
- Investment & Multi-unit Property Escrow Amount required **\$1,000.00** *(Certified funds only/No online payment are excepted)*
- Complete "Escrow Affidavit" form *(Buyer should read this form in its entirety to ensure that they understand the process)*
- Purchase a new water meter **\$225.00**
- Roof Certification: By a State license & Bonded Roofing Company *(This can be submitted after closing)*
- A Final Escrow inspection is required in order to get the Escrow deposit refunded.

#### Step#3 Seller(s) Responsible

- Request Final water Bill *(Must be requested within five (5) days of closing at the Water dept. 708.849.4000)*
- Declaration Form *(Signed by Buyer and Seller)*
- Deed *(Notarized, Signed by Buyer and Seller)*
- Purchase Agreement (PA) or Dec Form, Signed by Seller & Buyer
- Pay Transfer Tax fee of **\$5.00 per \$1,000.00** of the Selling price
- Pay transfer stamp fee of **\$50.00** (fifty dollars)
- If Sale involves a Trust or Transfer of Trust, a copy of Trust Agreement or Corporation papers are required

*For Additional information contact the Housing Department at (708) 2301.3263 of [Housing@voldolton.org](mailto:Housing@voldolton.org))*

*Housing department address: 14122 Dr. Martin Luther King Dr., Dolton, IL 60419*

**Note:** *As-Is Sale, The Buyer is purchasing a property that needs repairs and are responsible to have the work completed according to Village code.*

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