



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

## Housing Department

### Selling Property "*Sale/Straight Sale*" 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, normally scheduled within 3-5 days

#### **Step# 2** 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(s) and Seller(s))*
- Deed *(Notarized, Signed by Buyer(s) and Seller(s))*
- Purchase Agreement (PA), Contract or Dec Form, Signed by Seller(s) & Buyer(s)
- Pay Transfer Tax fee of **\$5.00 per \$1,000.00** of the Selling price. (**NO** online payment option)
- 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
- Purchase a new water meter **\$225.00**
- Roof Certification: By a State license & Bonded Roofing Company *(Must be provided prior to closing)*

**Note:** *Sale, Straight Sale-The Seller is selling a property with all the work completed according to Village code.*

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

*Address: 14122 Dr. Martin Luther King Dr., Dolton, IL 60419*