

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

STEP #1 – Inspection

- Must complete the **Real Estate Transaction Application**. Available here: <https://vodolton.org/housing-permits/>
- Inspection fee is **\$200**. After payment, the inspection is normally scheduled within 3-5 days.
- Free copies of the inspection reports are available here:



(Physical copies available in office for \$5.00 per page)

- All sales require a **ROOFING CERTIFICATION** to be submitted indicating that the roof is in good condition for a minimum of three (3) years along with a copy of the roofer's Illinois state roofing license.
- Point of Sale — the **ROOFING CERTIFICATION** must be provided **BEFORE** closing.

STEP #2 – Escrow (AS-IS SALES ONLY)

All “As-Is” sale inspections require the **buyer** to post escrow. Amount is based on the following:

Owner Occupied Single Family Home:	\$500.00
Investors and Multi-Unit Property:	\$1000.00

- The Buyer is required to place the escrow via certified funds **ONLY** in the form of **cashier's check, certified check, or money order**.
- Buyer will need to read and sign an **Escrow Affidavit** ([HERE](#)) which outlines the Village requirements to bring the property into compliance.
- Buyer has up to four months (120 days) to complete the repairs. Building permits are required for most “As-Is” sales, and can be acquired after closing.
- Most sales require our updated digital water meter; price is \$225 for a residential meter. See inspection results for more details.
- “As-Is” sale - the **ROOFING CERTIFICATION** can be submitted **AFTER** closing.

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

STEP #3 – Transfer Stamp

- A **FINAL WATER BILL** must be requested within five (5) days of closing (contact the Water Department at 708-201-2999 for scheduling).
- A copy of the **NEW Deed** that will be recorded (From SELLER to BUYER).
- A copy of the **MyDec Form or Real Estate Contract** (only the page that lists the selling price and the signature page).



STEP #3 (CONTINUED)

- The **Village of Dolton Transaction Tax/Water Stamp Tax** form ([HERE](#)), signed by buyer & seller (or their authorized agents).
- The transfer tax fee is **\$5.00 per \$1,000.00** of the selling price
- The transfer stamp fee is **\$50.00**
- If sale involves a Trust or Transfer, a copy of Trust Agreement or Corporation papers is required.

ALL OTHER REAL ESTATE TRANSACTIONS (i.e. Quit Claim, Judicial, Transfer to/from Trust, Tax Deed, etc.) require the following:

- **Real Estate Transaction Application** (select the applicable transaction)
- **Village of Dolton Transaction Tax/Water Stamp Tax** 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:
housing@vodolton.org

PAYMENT CENTER

METHODS OF PAYMENT ACCEPTED:

The Village of Dolton no longer accepts cash or American Express as methods of payment.

FINAL WATER BILLS - Money Orders, Cashier's Checks, Certified Funds are the **ONLY** forms of payment accepted.

Credit/Debit Cards are acceptable for most 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 MLK Jr. Drive
Dolton, IL 60419

HOURS OF OPERATION:

Monday – Friday: 9:00 AM to 5:00 PM

Note: The transfer tax imposed shall not apply to transactions involving property acquire by or from any governmental body, however the cost of the stamp (\$50.00) will still be due.

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