



VILLAGE OF RIVER GROVE

DAVID B. GUERIN, PRESIDENT

2621 THATCHER AVE, RIVER GROVE IL 60171

BUILDING DEPARTMENT

PHONE 708-453-8007 FAX 708-453-1337

EXEMPT PROPERTY TRANSFER INSPECTION APPLICATION INSTRUCTIONS

1. Complete top portion of Transfer Application
2. Sign Transfer Application (Owner or Authorized Party)
3. Pay Inspection Fee- **\$75**
4. Furnish the Village with one of the below for each transaction:
 - a. Deed in Trust
 - b. Quit Claim Deed
5. Schedule Inspection - call Building Department 708-453-8007
6. Specify type of exemption below

A. Deed to or Trust documents relating to 1) property acquired by any governmental body or from any governmental body; or property or interests transferred between governmental bodies
B. Deed or Trust documents that secure debt or other obligation
C. Deed or Trust documents that, without additional consideration, confirm, correct, modify or supplement a Deed or Trust document previously recorded.
D. Deed or Trust documents where the actual consideration is less than \$100 and there is no change of occupancy.
E. Deed or Trust documents that release property that is a security for a debt or other obligation.
F. Other:

THE FOLLOWING MUST BE RECEIVED IN ORDER FOR A TRANSFER STAMP TO BE ISSUED:

1. Copy of the Deed or Trust

Please note: If the procedures outlined above are not followed it may result in a delay in closing. The Village of River Grove is not responsible for any delay in closing if procedures are not followed.

**CONTACT THE BUILDING DEPARTMENT WITH ANY QUESTIONS AT 708-453-8007 OR
EMAIL US AT buildingdept@rivergroveil.gov**

REPORT#PE23 _____ STAMP# _____

EXEMPT (ZONING INSPECTION ONLY)

VILLAGE OF RIVER GROVE

DAVID B. GUERIN, PRESIDENT

BY _____

ISSUED DATE/BY _____

RECEIVED BY _____

PRINT NAME _____

APPLICATION & INSPECTION FORM

Owner: _____

Owner's Address: _____

Owner's Phone # _____

Building Address _____

Inspection Date & Time _____

Email: _____

PIN: _____

I hereby authorize the Village of River Grove's Building Department to make an on-site inspection of the building/premises located at the address indicated at the top of this form to ensure compliance with all zoning regulations of the Village. I hereby also declare that this transaction is exempt from further inspection and fees under the Village of River Grove Ordinance #1997-06 as amended and is covered by one of the exemptions listed on the second page of this form.

Claimed Exemption: _____

Details for exemptions claimed: (explain) _____

I (we) hereby declare the full actual consideration and above facts contained in this declaration to be true and correct.

Owner/Authorized Agent Signature: _____ Date _____

OFFICE USE ONLY

YES NO

____ Does the residence/property comply with applicable zoning regulations regarding use, i.e. single-family, multi-family? (VC 6-3-1) What is current zoning classification? _____

YOU ARE HEREBY NOTIFIED TO REMEDY THE CONDITIONS AS STATED ABOVE WITHIN 30 DAYS FROM THE DATE OF THIS ORDER. AN APPEAL FROM THIS ORDER MAY BE MADE WITHIN 10 DAYS FROM THE DATE OF SERVICE. DIRECT SUCH APPEAL FOR A HEARING BEFORE THE RIVER GROVE BUILDING COMMISSIONER IN WRITING, 2621 THATCHER, RIVER GROVE, ILLINOIS 60171.

Signature of Inspector: _____ Date: _____

7-21-6 EXEMPTIONS:

THE FOLLOWING DEEDS OR TRUST DOCUMENTS SHALL BE EXEMPT FROM THE PROVISIONS OF THIS CHAPTER EXCEPT AS PROVIDED IN THIS SECTION.

- A) DEEDS TO OR TRUST DOCUMENTS RELATING TO (1) PROPERTY ACQUIRED BY ANY GOVERNMENTAL BODY OR FROM ANY GOVERNMENTAL BODY; AND (2) PROPERTY OR INTERESTS TRANSFERRED BETWEEN GOVERNMENTAL BODIES
- B) DEEDS OR TRUST DOCUMENTS THAT SECURE DEBT OR OTHER OBLIGATION.
- C) DEEDS OR TRUST DOCUMENTS, THAT, WITHOUT ADDITIONAL CONSIDERATION, CONFIRM, CORRECT, MODIFY, OR SUPPLEMENT A DEED OR TRUST DOCUMENT PREVIOUSLY RECORDED.
- D) DEEDS OR TRUST DOCUMENTS WHERE THE ACTUAL CONSIDERATION IS LESS THAN \$100, AND THERE IS NO CHANGE OF OCCUPANCY.
- E) DEEDS OR TRUST DOCUMENTS THAT RELEASE PROPERTY THAT IS A SECURITY FOR A DEBT OR OTHER OBLIGATION.