

## Instructions

- 1) The **CITY OF WEST CHICAGO DEED CERTIFICATION FORM** must be filled out completely, signed by at least one of the grantors (sellers) or agent thereof, and presented to the City's Administrative Services Department, 475 Main St., West Chicago, Illinois 60185, at the time of payment for the Deed Certification Stamp as required by the West Chicago Deed Certification Ordinance. **Unless exempt from inspection, all stamp transactions require a copy of the approved inspection sheet issued by the City's Community Development Department to be presented at the time of the issuance of the certification stamp.** A stamp must be affixed to all deeds when a title is recorded for all transfer transactions.
- 2) Please contact the City of West Chicago Community Development Department to schedule an inspection (630) 293-2200, ext. 131. An inspection is required whenever there is a change of occupant or tenant. Unless an exemption from an inspection applies, no Stamp will be issued without an approved inspection of the structure as performed by the City's Community Development Department.
- 3) Arrangements must be made for a final meter reading for unbilled water and sewer usage. To schedule an appointment for a final meter reading, please call (630) 293-2200, ext. 142, at least 2 working days prior to the scheduled closing date.
- 4) All outstanding balances owed to the City must be paid by the grantor (seller) prior to the issuance of the Deed Certification Stamp.

Water bills  
Parking Tickets  
Liens  
Miscellaneous Receivables

**The inspection fee for a Deed Certification Stamp is eleven cents (.11¢ ) per square foot or ten dollars (\$10.00) for vacant land.**

### EXEMPTIONS FROM INSPECTION

In the case of an exempt stamp, a copy of the signed Deed or Trust document which is subject to exemption shall be presented to the Director of Community Development or designee so as to be appropriately marked by the Director to be eligible for recordation without payment of an inspection fee and/or exemption from inspection. As part of the application process, the Deed or Trust document, and any other documents reasonably necessary to determine the qualification of the Deed or Trust document for exemption, shall be presented to the Director of Community Development who shall have five (5) business days from the presentation of the documents to determine exemption eligibility. It shall be the applicant's responsibility to submit adequate documentation that supports

an exemption. Any party desiring to close a real estate property transaction prior to the determination of exemption eligibility shall be subject to an inspection and applicable inspection fee imposed by the Ordinance pending the Director's final determination. The following transactions or transfers of real estate are examples which are exempt from the inspection fee, but still require an exempt deed certification stamp.

- No change in the occupant or tenant of the structure
- Sellers relocating within the limits of the City of West Chicago
- New Construction
- Deeds or trust documents which secure debt or other obligation
- Deeds or trust documents which, without additional consideration, confirm, correct, modify, or supplement a deed previously recorded
- Deeds or trust documents of release of property which is security for a debt or other obligation

For further information, please call the City of West Chicago (630) 293-2200.