

## **Village of North Riverside Real Estate Closing Requirements**

In order for real estate to be sold in the Village of North Riverside, the Community Development Department must affix a Village Stamp to the conveyance document. The Cook County Recorder will not record any conveyance document if a Village Stamp is not imprinted on the conveyance document.

### **Seller Requirements:**

- Complete application for certificate of compliance and submit with fee payment
- Forward a copy of the completed inspection report to the buyer
- Submit a copy of the plat of survey to the Village
- Schedule final water read and pay final bill
- Bring deed to Village and present for stamp

### **Buyer Requirements:**

- Sign with notary seal (Village office has notaries available) the acknowledgement found on the reverse side of the inspection report
- Complete water deposit application and pay the required fee
  - \$ 75.00 Residential
  - \$100.00 Rental
  - \$200.00 Commercial

### **Requirements to obtain the Village Stamp:**

- The original Warranty Deed, Trustee's Deed, Quit Claim Deed, Executor's Deed, Special Warranty Deed, Judge's Deed, Judicial Sales Deed, or other conveyance document.
- A copy of the Certificate of Compliance or a Temporary Certificate of Compliance from the Community Development Department.
- Payment of all fines owed by the seller/owner to the Village or fines that have been assessed against the real estate by the Village since the closing on the real estate.
- Completion of all items listed above