

**VILLAGE OF PARK FOREST BUILDING DEPARTMENT**  
**350 Victory Drive, Park Forest, IL 60466 (708) 503-7703**  
*Inspection Required by Village of Park Forest Code of Ordinances Section 18-255*

**APPLICATION FOR CHANGE OF OCCUPANCY INSPECTION - Required for owner occupancy**  
**INSPECTION FEE: \$100 Single Family Unattached and Attached**

**NEW BUYER INFORMATION: Buyer will arrange and pay for inspection prior to occupancy**  
 To be rental property     To be rehabbed     Foreclosure     Other: \_\_\_\_\_

**ADDRESS OF PROPERTY** where change of occupancy/ownership will occur \_\_\_\_\_

**Property Tax ID Number (PIN)** \_\_\_\_\_

**SELLER'S INFORMATION:**

Name of Property Owner \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Property Owner Current Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner Email Address \_\_\_\_\_

**SELLER'S REPRESENTATIVE (Attorney or Realtor) Name** \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**NAME OF BUYER:** \_\_\_\_\_ **NAME OF OCCUPANT:** \_\_\_\_\_

Names and ages of children under 18 years of age: \_\_\_\_\_ **Total Occupants** \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Email Address \_\_\_\_\_

**PURCHASER'S LENDING INSTITUTION:**

Name of Mortgage Company or Bank \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**DATE OF CLOSING** \_\_\_\_\_ **DATE OF OCCUPANCY MOVE/IN** \_\_\_\_\_

**\*\*ALL UTILITIES MUST BE ON BY THE DATE OF INSPECTION\*\***  
**\*\*COPY OF SIGNED AND DATED SALES CONTRACT REQUIRED\*\***  
**\*\*A MINIMUM OF SEVEN (7) DAYS IS REQUIRED TO SET UP AND RECEIVE AN APPOINTMENT\*\***

*I hereby certify that there are no willful misrepresentations in, or falsifications of the statements written in this application. I am aware that, should investigation disclose such evidence, my application will be rejected and I may be subject to a fine.*

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_

Contract: Price \_\_\_\_\_

Deed \_\_\_\_\_

Dated \_\_\_\_\_

<input type="checkbox"/> Ledger	<input type="checkbox"/> BS&A	Application processed by _____	
Inspect Date _____	<input type="checkbox"/> P	<input type="checkbox"/> F	
Reinspect Date _____	<input type="checkbox"/> P	<input type="checkbox"/> F	
ISSUE CERT OF OCC	<input type="checkbox"/> KF	<input type="checkbox"/> JM	<input type="checkbox"/> EM
CO # _____	<input type="checkbox"/> Ledger	<input type="checkbox"/> BS&A	

**\$30 Fee for Additional Inspections**

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_