

**VILLAGE OF PARK FOREST
BUILDING DEPARTMENT
BUYER LETTER**

If you are purchasing a property that is: (please check all that apply)

- HUD, VA, Government-Owned
- Bank-Owned
- Short Sale
- To Be Investment Property
- Property being sold "AS IS"

The Building Department requires the following letter from the Purchaser that they are aware of and will take responsibility for the Village of Park Forest Change of Occupancy inspection process as it applies to the occupancy of the property they are purchasing.

Sec. 18-255(a) Certificate of Occupancy. *It shall be unlawful for any family unit to occupy a dwelling unit within the village* by rental, lease, purchase or otherwise or for any owner or agent thereof to permit the occupation of a dwelling unit within the village by any family unit for any purpose until a certificate of occupancy has been issued by the village building commissioner for each new family unit to occupy a dwelling unit and every separate occupancy of any family unit.

REGARDING PROPERTY LOCATED AT: _____, **Park Forest, Illinois**

This property will be:

- Owner-Occupied
- Rental Property
- Current Tenant remaining – Tenant’s Name: _____
- Rehabbed and re-sold

As the owner of this property, I take full responsibility for the Village-required Change of Occupancy inspection and am aware that a Certificate of Occupancy must be issued before any occupants are allowed to reside in said property. Personal items are not to be moved into the dwelling prior to a Certificate of Occupancy being issued. _____ (initial here) 

I am aware **it is my responsibility to:**

- Apply, pay for, and schedule the inspection (a minimum of seven days is required to set up and receive an inspection)
 - Provide a certification of the heating appliance(s) by a contractor who is licensed by the Village of Park Forest
 - For the sale of a property, I will provide a copy of the signed and dated sales contract
 - For rental property, I will provide a copy of the signed and dated lease, as well as register as a landlord with the Park Forest Police Department for Crime Free Housing
 - Pay the required inspection fee
- _____ (initial here) 

I am aware that **for the property to be ready for inspection:**

- All the utilities are to be on and functional
- All window and door securing screening removed (boarding of windows prohibited by Village code)
- The interior and exterior of the dwelling should be prepared to pass the minimum standards of the inspection as set forth in the Municipal code of Ordinances, Section 18 under "Housing"-see www.villageofparkforest.com, Document Center, Ordinances.

_____ (initial here) 

In addition, I am aware that:

- Pursuant to Article VI Section 18-505 of the Village of Park Forest Municipal Code, the owner of any building shall within sixty days after a building becomes vacant register each such building with the Building Department
- _____ (initial here) 

Name of Buyer (Individual or Corporation) _____

If buyer is a Corporation or LLC, list Principal Owner of corporation or LLC _____

Current Street Address of Buyer _____

City/State/Zip _____

Mailing Address (if different include city/state/zip) _____

Work Phone _____ Home Phone _____ Cell Phone _____

Email: _____

BUYER’S SIGNATURE _____

PRINT NAME LEGIBLY _____

DATE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____.

NOTARY PUBLIC _____

