



Village of Westchester

10300 ROOSEVELT ROAD, WESTCHESTER, IL 60154

(708)345-0020 FAX (708)345-2873

WWW.WESTCHESTER-IL.ORG

CHECKLIST FOR REAL ESTATE TRANSFER

BUILDING DEPARTMENT

- ☐ Contact the building department for a property inspection. An Application for Compliance Inspection and payment is required to schedule the inspection. Refer to the application for fee schedule.
- ☐ Inspections must be requested at least 24-48 hours in advance. Same day inspections are not available.
- ☐ A current Plat of Survey (within the past 6 months) must be submitted to the building department in person or via email (building@westchester-il.gov).

BUYERS

- ☐ If a property is being sold “as is” an Affidavit to Assume Liability for Repairs will need to be completed and notarized. The form is available in person at The Village or online at www.westchester-il.org. Notary services are also available at The Village.

WATER

- ☐ Final water readings must be scheduled 48 hours prior to closing. Same day reads are not available. Contact the utility billing clerk at (708) 345-0020 for scheduling. A final bill will be generated by 2:00pm on the same day of the inspection. It is mandatory that the final water bill is paid before a deed will be stamped.

TRANSFER STAMP

- ☐ The original deed must be presented at The Village for a transfer stamp. Copies will not be accepted. There is no fee for the transfer stamp.

METHODS OF PAYMENT ACCEPTED

- ☐ Cash, Checks, Credit Cards (except American Express), Money Orders, Certified Checks, Attorney Check
- ☐ All checks must be made payable to The Village of Westchester

Hours of Operation: Monday–Friday 8am–4:30pm