

Water Account \$ \_\_\_\_\_ Verified by \_\_\_\_\_ Pd. \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

# CITY OF MARKHAM

DEPARTMENT OF HOUSING

## REQUEST FOR SALE/RENTAL INSPECTION

**NOTE: ALL INSPECTION FEES, WATER BILLS, LIENS AND WATER STAMP MUST BE PAID FOR IN CASH, CASHIER'S CHECK, MONEY ORDER OR CREDIT CARD (PERSONAL CHECKS WILL NOT BE ACCEPTED)**

DATE: \_\_\_\_\_

I hereby request, as required by **Ordinance #08-0-1914 and 06-0-1857**, a Code Compliance Inspection for sale/rental inspection by the City of Markham Housing Department at the following address:

**ALL INFORMATION REQUESTED IS REQUIRED WITH PROOF OF OWNERSHIP FROM THE SELLER**

### SECTION I

ADDRESS \_\_\_\_\_ Type: Sale \_\_\_\_\_ (Buying to Rent Buying to Occupy) Rental \_\_\_\_ Is property occupied? \_\_\_\_ **Water service on?** \_\_\_\_

Owner Name: \_\_\_\_\_

Real Estate Agent: \_\_\_\_\_

Purchaser \_\_\_\_ Seller \_\_\_\_ Landlord \_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
(if different from above)

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

### SECTION II

Name of Buyer \_\_\_\_\_  
(if sale)

Previous Address \_\_\_\_\_

City/State \_\_\_\_\_

Phone # \_\_\_\_\_

SIGNATURE \_\_\_\_\_



**FOR RENTAL PROPERTY ONLY**

(THIS SECTION MUST BE COMPLETED BEFORE *CERTIFICATE OF OCCUPANCY* IS ISSUED)

**SECTION III**

Name of **Tenant** \_\_\_\_\_ Phone # \_\_\_\_\_

Employer \_\_\_\_\_ Employer Phone # \_\_\_\_\_

**Driver's License #** \_\_\_\_\_

**Term of Lease** \_\_\_\_\_ to \_\_\_\_\_

**# of Occupants Under 18 yrs.** \_\_\_\_\_

**# of Occupants Over 18 yrs.** \_\_\_\_\_

Previous Address \_\_\_\_\_

How long? \_\_\_\_\_

City/State \_\_\_\_\_

Has tenant ever been evicted? \_\_\_\_\_

Previous Landlord \_\_\_\_\_  
(if applicable)

Address \_\_\_\_\_

City/State \_\_\_\_\_

Phone # \_\_\_\_\_

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This form must be complete before an inspection is scheduled. YOU MUST SUBMIT PROOF OF OWNERSHIP AND/OR COPY OF A LEASE FOR A RENTAL PROPERTY. When returning this form, you must include the fee of **\$125.00 (Ordinance #08-0-1914 and 06-0-1857)** and **\$50.00** fee for a Water Stamp on a sale. A **\$30.00** fee is also required for a For Sale sign permit (**No For Rent Signs Allowed**).

An additional fee of **\$30.00** is required for subsequent re-inspections after the initial inspection. A **Certificate of Occupancy** will be issued to the **seller/owner** when all code requirements are met and account current with the Water Department.

The seller must call the Water Department at 708.331.4905, Ext. 305 or 306 for final water reading at least 2 to 3 days prior to leaving the premises. The buyer/landlord must apply for water service prior to moving in and post a **\$250.00** deposit.

**I certify that all of the above is true and correct.**

Applicant Signature \_\_\_\_\_

16313 Kedzie Parkway

Markham, Illinois 60428

(708) 331-4905

Fax (708) 331-9250