

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 # _____

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