



# Village of Skokie

## Residential Rental Unit Standards and Neighborhood Integrity Ordinance

### Residential Rental Unit Inspection Upon Sale Program

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In early 2014, the Village Board approved a Residential Rental Unit Standards and Neighborhood Integrity ordinance to help protect and strengthen neighborhoods throughout the community. One of the key components of the program is the mandatory Residential Rental Unit Inspection Upon Sale requirement. Prior to a multi-unit building or residential rental unit being sold, an inspection must be conducted by the Property Standards Division. Any code violations discovered during the inspection must be corrected. Inspections will include all common exterior and interior areas of the property and building and the interior of all dwelling units. The Village of Skokie will not issue property transfer stamps until any violations discovered during the inspection are brought into compliance or a cash bond is posted covering the cost of bringing the property into compliance.

**1. How do I schedule an upon-sale rental property inspection?**

The property owner must complete and file an application with the Property Standards Division of the Community Development Department. An application for the Inspection Upon Sale may be obtained from the Village website at [www.skokie.org](http://www.skokie.org) or by visiting the Property Standards or Village Clerk's offices at Skokie Village Hall. This application form may be submitted in person or by mail.

**2. What is fee for the inspection?**

The inspection fee is \$50 for the first unit and \$25 for each additional unit.

**3. How do I schedule an appointment for an inspection?**

At the time that you submit your completed inspection application request and fee to the Property Standards Division, please call the office at 847/ 933-8224 to setup an inspection date and time. The request for an inspection must be made not less than 28 days prior to the closing for the sale and may be made prior to offering the building or unit for sale. The initial Village inspection and report must be dated no more than 180 days prior to the date of closing and dated no later than the day of the closing prior to the purchase of Transfer Stamps.

**4. What should I do if could violations are found during the inspection?**

After the Village Property Standards Division inspects your property you will receive a written report that will specifically indicate any violations that are found. If there are no violations the Clerk's Office will be informed and you will be able to purchase Transfer

Stamps required for the sale of the property. If violations are found they must be corrected by the owner. Once the repairs are completed notify the Property Standards Division which will conduct a re-inspection within three (3) business days and issue a determination.

**5. What can I do to obtain Transfer Stamps if the code violations cannot be corrected by the sale closing date?**

Transfer Stamps may be issued for a Multi-Unit Building or Residential Rental Unit which has code violations identified by the Inspection Upon Sale report and not corrected if a cash bond is posted with the Village for 110% of the cost of the required work, or proof is submitted showing that a loan is in place exclusively for such required work. If a Multi-Unit Building or Residential Rental Unit has code violations and is intended for demolition, Transfer Stamps may be issued once a cash bond is posted. The cash bond shall be returned once the demolition is completed. The cash bond must be submitted to the Property Standards Division with valid documentation of the repair costs.

**6. Can a rental property owner dispute the determined code violations?**

Yes. In the event the owner disputes the determination of code violations by the Property Standards Division, the owner may request an appeal by an administrative hearing. An Administrative Hearing Officer appointed by the Village shall conduct the review within five (5) business days from the date of request. Upon completion of the hearing, the Administrative Hearing Officer will issue a final determination. If a determination is made that the listed violations are correct, the owner must make the required corrections or post a cash bond. If the violations are determined to be unfounded, the Clerk's Office will be given approval to release the Transfer Stamps upon meeting application requirements.

Please visit or call the Property Standards Division of the Community Development Department at 847/933-8224 for more information regarding the Residential Rental Unit Inspection Upon Sale Program.