

VILLAGE OF ELMWOOD PARK CODE DEPARTMENT

NOTIFICATION OF PROPOSED SALE OF PROPERTY

ADDRESS: _____ TODAY'S DATE: _____

OWNER(S) NAME: _____ PHONE: _____

REAL ESTATE OFFICE: _____ FAX: _____

EMAIL ADDRESS: _____

AGENT(S) NAME: _____ PHONE: _____

ZONING DISTRICT: _____ NO. OF UNITS: _____

PLEASE ADVISE OCCUPANCY: IS PROPERTY VACANT? YES _____ NO _____

(VACANT BUILDINGS ORDINANCE NO. 2012-13 CHAPTER 41E)

PLEASE COMPLETE & RETURN THIS FORM TO OUR OFFICE AT:

FAX: 708-453-8816

**VILLAGE OF ELMWOOD PARK
CODE ADMINISTRATION DEPT.
11 CONTI PARKWAY
ELMWOOD PARK, IL 60707**

**NOTE: Upon Returning This Completed Form,
Please Contact The Code Administration Dept. At:
708-452-3942, 3948 or 3920 To Schedule A Listing Inspection.**

Whenever any owner of real estate or of the beneficial interest in a land trust, or any person or agent acting on behalf of such owner, offers to sell any real estate located within the Village, said owner, person or agent shall notify the Code Administration Dept on a form to be provided by said Dept. of such proposed sale. No open house or real estate for-sale sign shall be permitted to be displayed on the real estate which is to be sold, prior to such notification being provided to the Code Administrative Department.
(Ordinance No. 99-12, Sec. 41A-13) (Ordinance No. 2000-4 Sec 1. Subsection 1409.3)

**IMPORTANT NOTE: Smoke Alarms & Carbon Monoxide Detectors
Must Be In Place Prior To The Release of Transfer Stamps**

(See Page 2 for Transfer Stamp Requirements) Rev. 8/29/12