



**NOTIFICATION OF PROPOSED SALE OF PROPERTY**

ADDRESS: \_\_\_\_\_ TODAYS DATE: \_\_\_\_\_

OWNER(S) NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

REAL ESTATE OFFICE: \_\_\_\_\_ FAX NO: \_\_\_\_\_

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.

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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 Administration Dept. (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