



Building Services
5500 W. Wilson Street
buildingservices@villageofmonee.org
708-534-8303

REAL ESTATE TRANSFER STAMP NOTICE

The Village of Monee requires that whenever an owner of real estate within the Village proposes to engage in the transfer of real estate, such owner shall provide the Village with a notice of transfer form. Said form shall authorize the Village Building Department official to conduct an inspection of the real estate to ensure compliance with any and all pertinent Building and Zoning Code regulations.

INFORMATION ABOUT THE PROPERTY

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

PIN # : \_\_\_\_\_ ZONING: \_\_\_\_\_

NOTE: PLEASE DO NOT SIGN UNLESS THE FORM IS COMPLETELY FILLED OUT

SELLER:

BUYER (IF IDENTIFIED):

Signature:

Signature:

\_\_\_\_\_

\_\_\_\_\_

Printed Name:

Printed Name:

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

Forwarding address:

\_\_\_\_\_

Office use only:

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Monies owed:

[ ] Water [ ] Sanitary [ ] Trash Final read date: \_\_\_\_\_ Date paid: \_\_\_\_\_

Municipal Liens/Citations/Property maintenance/etc. \_\_\_\_\_ Date paid: \_\_\_\_\_

Property Inspection date: \_\_\_\_\_ [ ] Pass [ ] Fail CO Issued date: \_\_\_\_\_ [ ] AS IS form

Please allow half hour window from the scheduled inspection time. We understand the value of your time and we are making every effort to be as efficient and time considerate as possible. Inspectors cannot take a call while driving or during an inspection, so please leave a message and your inspector will call you back. Inspection fee must be paid prior to inspection date.

Rev.A