



I am selling my house. What does the village require me to do?

1. When you get a contract, please contact the village: 847-526-8764  
Be Ready to provide:
  - Closing date
  - Name, phone & fax number of the closing attorney
  - Name of Buyer if you know it
2. Schedule the Owner Transfer Inspection (OTI) before closing ( this can be scheduled with your real estate agent if necessary)
3. The OTI fee is \$50. An additional fee of \$30 will be charged if a second inspection is required.
4. Owner Transfer and rental inspection requirements list is also under “News You Can Use”

What does the village send to my attorney?

- Final prorated water bill (unless you are on a well)
- Final prorated garbage bill
- Copy of Owner Transfer Inspection/ Invoice

*Final bills will be paid to the village at closing*

*Owner Transfer Inspection may be paid at time of inspection or at closing*