



633 E. 151st Street, Phoenix, IL 60426 : Tel: 708-331-2636

APPLICATION FOR A CERTIFICATE OF OCCUPANCY

ALL AFFIDAVITS MUST BE RETURNED BEFORE CERTIFICATE WILL BE ISSUED

READ AND COMPLETE THE ENTIRE APPLICATION

- 1. All items must be filled in that apply on this application and the \$50 fee paid before an inspection can be scheduled
2. The Premises must be ready for occupancy when inspected.
3. Village inspections will be done by Village Building Inspectors at a cost of \$100 for rental and \$200 for Point of Sale.
4. An approved working smoke detectors and carbon monoxide system must be installed to code prior to inspection.
5. Owner or their designated property manager must complete this form and turn in all certifications together. Property Management Agreements are required at time of application.

Pursuant to the Village of Phoenix Municipal Code and Ordinances of the Village of Phoenix, Illinois I hereby request a Certificate of Occupancy and inspection as required pursuant to the Municipal Code for the property listed below:

PROPERTY ADDRESS: [Redacted] Phoenix, IL 60426

CHECK ONE: Property currently is: [] VACANT [] RENTAL PROPERTY [] OWNER OCCUPIED [] As is CLOSING ONLY
No Inspection for Point of Sale (As Is Affidavit Req.)
IS SALE PENDING ON PROPERTY: [] YES Closing Date: [] NO
Recently Purchased: [] -YES [] -NO
If recently purchased provide copy of closing statement

Today's Date:
Telephone #: [] HOME [] CELL [] WORK/OFFICE
Owner's/Manager's Last Name: Owner's/Manager's First Name
E-Mail:
Driver's License #: State Issued:
If the property is or will be Rental Property address of the owner and/or management company required:
Street Address City/Village State Zip Code
I hereby certify that I am the current owner/manager of the property above and that I will comply with all lawful orders for repairs needed for my property.
Owner's/Manager's Signature Date Signed

****FOR OFFICE USE ONLY****

Rev 10/2023

[] Approved [] Denied
By:
Active Water Act YES [] NO []
Lien Search By: Amount:
FEE PAID: \$
DATE PAID:
Trans #