



Community Development Department
4900 Village Commons
Matteson, IL 60443
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RE: Existing Structural Inspection (ESI) Tip Sheet – COVID-19 Protocols

The following process shall be followed for a property being sold in the Village of Matteson. We have also included the process when inspections are delayed due COVID-19, or other situations.

Anytime a property is being sold, an ESI inspection is required and must pass before the closing date. If inspection does not pass before the closing date, the Seller needs to notify the buyer that the inspection has not passed. The buyer must then complete and submit an affidavit form with the Village of Matteson. The affidavit form is to notify the buyer that there are violations on property that need to be corrected and that the buyer is taking full responsibility to meet compliance for violations and scheduling for the re-inspection.

The Process is as Follows:

- 1) The Seller will notify the Village that the property is up for sale. At that time, the Seller will schedule and pay for an ESI inspection (Existing Structure Inspection). It is the Seller's responsibility to have the inspection.
- 2) An inspector will go to property on the scheduled date and perform a code and Ordinance Compliance Inspection. This is to ensure the property is following the Village of Matteson codes and standards. At this time, the inspector will let the property owner or persons on site know that the inspection has passed or failed. Instructions will be given of what is needed for the next steps. (If the inspection fails, a printed punch list of violations will be presented on site at that time.)
- 3) If the inspection passes, then the Seller will proceed to the Village of Matteson to obtain their Certificate of Occupancy. To get the Certificate, a final water bill reading needs to be completed. Once all outstanding funds owed to the village of Matteson are satisfied, then the certificate will be issued. The Seller will then present it to the Buyer at their closing. **Note: It is the Buyer's responsibility to give their information to the water department to have their service turned on. Non-compliance could result in service being turned off.**
- 4) If the inspection fails, a printed punch list of violations along with corrections that require completion will be presented. The Seller has (30) thirty days from the time of inspection to complete corrections needed.
The Seller will then contact the Buildings Department with the Village of Matteson to schedule their re-inspection. Once the re-inspection has passed, then paragraph 3 would need to be followed. If the re-inspection fails, the inspector will give another punch list (at time of re-

inspection) of violation correction needed. **Note: There is a fee for each additional inspection after the second inspection has taken place.**

5) If the Seller is selling the property “As Is” and there are violations on the property, the Seller would need to notify the Buyer of the violations. If the Buyer agrees and understands and wants to buy anyway, then the following would apply:

The buyer would need to fill out an affidavit form with the Village of Matteson. The buyer by doing so, is taking on the responsibility of the property and relieving the seller of the responsibility of violations. Note: In the case where the Village of Matteson was unaware or not notified of the sale and No ESI inspection was conducted of the property, the Buyer will assume full responsibility.

6) Suspended inspections or delayed inspection not being conducted before the closing sale date or taking occupancy (due currently to COVID-19 or other circumstances); then the following would apply:

The Seller is to notify the Village and pay for an ESI inspection. The buyer would need to fill out the affidavit form and submit it to the Village of Matteson. The Buyer under this circumstance then can ask for a Temporary Occupancy. Once granted and when the Village resume inspections, the Village will contact and schedule ESI inspection for that property. **It is the Buyers (“aka” the owners) responsibility to be in compliance with Village of Matteson Code and Ordinances.**

Rental ESI

Anytime a rental unit or a property changes occupancy (Tenant); an ESI Inspection is required. It is the landlord or owner’s responsibility to pay and schedule the ESI inspection With the Village of Matteson’s Building Department. **Note: occupancy of the unit or the property prior to inspection cannot take place until the property has passed the inspection. Citations can be issued to the landlord or owner for non-compliance of the process.** If the rental inspection is delayed or suspended, the landlord would then pay for the ESI inspection and a Temporary Occupancy would be given. When inspections resume, the Buildings Department would contact landlord and schedule the inspection.

Thank you for your corporation, and please let us know if you have any question or concerns on this issue.

Sincerely,
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