

Glenview Property Closing Checklist

Requirements checked 2026-10-11 | Match tasks to your property and contract.

Coordinate Glenview utility payment, property records, required permit approvals, and the documents that support a complete handover.

Property: _____ Closing date: _____

Coordinator: _____ Buyer / seller: _____

Use as a coordination worksheet. Official requirements and contract terms control. Confirm conditional tasks with your closing team; checking a box does not establish legal approval. The full guide explains exceptions and cost examples.

BEFORE CONTRACT

☐ Verify the parcel and municipal jurisdiction

Recommended: establish whether the property is in incorporated Glenview and identify every conveyed interest.

Who: Buyer and title company | When: Before applying Village procedures

Complete with: Confirmed parcels, legal description, and governing offices

Completed / not applicable: _____ Notes: _____

☐ Identify the actual utility account holder

Recommended: determine whether the account belongs to the seller, an association, or another party. Apply Village customer instructions only to the relevant service.

Who: Seller, buyer, and association if applicable | When: Before ordering final service arrangements

Complete with: Provider and account holder identified for water and sewer [1]

Completed / not applicable: _____ Notes: _____

☐ Describe the renovation or rental plan

Recommended: identify structural, plumbing, grading, demolition, or rental plans so staff and the lender can review specific facts.

Who: Buyer with designer, contractor, or manager | When: Before relying on a proposed use or budget

Complete with: Written occupancy and work description

Completed / not applicable: _____ Notes: _____

UNDER CONTRACT

☐ Assign the contract and information deadlines

Contract-dependent: track review, inspections, financing, repairs, and possession separately from records-request and utility dates.

Who: Agents, attorneys, buyer, and seller | When: Immediately after agreement

Complete with: Calendar with named task owners

Completed / not applicable: _____ Notes: _____

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UNDER CONTRACT

☐ Request Village property records

Recommended: seek relevant permits, inspection outcomes, and code records. Follow the FOIA submission method and commercial-purpose disclosure instructions.

Who: Buyer or attorney | When: Early enough for findings to inform the purchase

Complete with: Submitted request and complete response with limitations [2]

Completed / not applicable: _____ Notes: _____

☐ Review title and secured-debt payoffs

Recommended: evaluate easements affecting planned work and identify every secured loan, ownership document, and signer.

Who: Attorney, seller, and title company | When: During title review

Complete with: Resolved requirements and payoff figures valid for closing

Completed / not applicable: _____ Notes: _____

☐ Gather association or tenancy documents

Property-dependent: establish utility allocation, rental restrictions, parking rights, assessments, and the actual possession arrangement.

Who: Seller or manager; buyer and attorney | When: During the applicable review period

Complete with: Governing records or leases, deposits, ledgers, and repair commitments

Completed / not applicable: _____ Notes: _____

☐ Align financing and insurance with condition

Loan-dependent: disclose vacancy, renovation scope, ownership, occupancy, and material project changes. Keep repair cash separate from settlement funds.

Who: Buyer, lender, and insurer | When: Before committing to the project schedule

Complete with: Updated loan conditions and coverage arrangements

Completed / not applicable: _____ Notes: _____

PROPERTY AND PERMIT REVIEW

☐ Complete the private condition inspection

Recommended: inspect systems and the site, arrange appropriate access, and communicate findings under the contract.

Who: Buyer and qualified inspectors | When: Within contractual inspection rights

Complete with: Condition report, specialist findings, and estimates

Completed / not applicable: _____ Notes: _____

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PROPERTY AND PERMIT REVIEW

☐ Match improvements to available permit records

Recommended: distinguish permit issuance from required inspection completion. Ask staff about missing or ambiguous records.

Who: Buyer, contractor, and Development Center | When: When records arrive

Complete with: Project-by-project status list [3]

Completed / not applicable: _____ Notes: _____

☐ Confirm approvals for proposed site work

Conditional: ask about site-development and tree approvals where relevant. Ownership alone does not authorize grading or demolition.

Who: Buyer, designer, and Development Center | When: Before treating the project as feasible

Complete with: Confirmed review path for covered site changes [3]

Completed / not applicable: _____ Notes: _____

☐ Schedule required permit inspections

Conditional requirement: arrange applicable project inspections and allow time for corrections. This is not a universal resale-inspection rule.

Who: Responsible applicant or contractor | When: At least 24 hours ahead under published scheduling guidance; confirm availability

Complete with: Appointment and resulting inspection record [3]

Completed / not applicable: _____ Notes: _____

☐ Resolve open work and agree repair treatment

Property-dependent: identify who completes corrections and obtains acceptance. Obtain required consent before relying on a buyer assumption or holdback.

Who: Parties, contractors, attorneys, and lender | When: Before agreed deadlines

Complete with: Approval evidence and written treatment of remaining work

Completed / not applicable: _____ Notes: _____

☐ Check code timing for a project crossing into 2027

Recommended: the Village announces changes for January 1, 2027. Verify how they apply rather than assuming older drawings remain sufficient.

Who: Buyer, designer, and Development Center | When: Before finalizing plans and bids, if applicable

Complete with: Confirmation of governing code and application timing [3]

Completed / not applicable: _____ Notes: _____

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UTILITY HANDOFF

☐ **Arrange the final Village reading**

Village instruction: call Water Billing at 847-724-1700 to arrange the final reading. Update the appointment if the closing changes.

Who: Seller or authorized account holder | When: Make the appointment 7-10 business days before closing

Complete with: Confirmed reading appointment [1]

Completed / not applicable: _____ Notes: _____

☐ **Obtain and pay the final utility bill**

Village instruction: seller pays the final bill. Bills remain with the property; route any unresolved balance to counsel for written handling.

Who: Seller; closing team monitors | When: When the final bill is available

Complete with: Actual bill and accepted payment evidence [1]

Completed / not applicable: _____ Notes: _____

☐ **Verify reading and establish buyer service**

Village instruction: contact Water Billing. Recommended: document any usage allocation during delayed possession.

Who: Buyer or authorized manager | When: Before the agreed service transition

Complete with: Buyer registration and confirmation that the reading is scheduled [1]

Completed / not applicable: _____ Notes: _____

CLOSING PREPARATION

☐ **Confirm state and county transfer documents**

Transaction-dependent: Glenview has no Village transfer stamp; the closing professional still determines other filing requirements.

Who: Attorney and recording professional | When: Before execution and recording

Complete with: Approved deed and applicable declaration package [4]

Completed / not applicable: _____ Notes: _____

☐ **Reconcile funds and utility treatment**

Recommended: separate seller utility obligations, closing expenses, and later repair reserves. Confirm any credit is permitted by the lender and agreement.

Who: Buyer, seller, and closing agent | When: Before authorizing payment

Complete with: Reviewed statement, credits, prorations, and actual account disposition

Completed / not applicable: _____ Notes: _____

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CLOSING PREPARATION

☐ **Complete the agreed walkthrough**

Contract-dependent: inspect promised repairs, included items, and new damage. Identify escrow release evidence if a holdback is approved.

Who: Buyer and agent; attorney for issues | When: As provided in the contract before possession

Complete with: Condition record and documented resolution of discrepancies

Completed / not applicable: _____ Notes: _____

☐ **Verify payment instructions and signing authority**

Recommended: use an established trusted contact method, confirm bank cutoffs, and resolve changed names before execution.

Who: Parties, attorneys, and closing agent | When: Before sending funds or signing

Complete with: Independently confirmed instructions, funds receipt, and approved signers

Completed / not applicable: _____ Notes: _____

AFTER CLOSING

☐ **Deliver possession and property materials**

Contract-dependent: confirm authorization to release access; a signing appointment and possession can occur at different times.

Who: Seller and buyer or manager | When: On the agreed possession date

Complete with: Keys, access devices, manuals, and relevant rental or association records

Completed / not applicable: _____ Notes: _____

☐ **Review final and first utility statements**

Recommended: compare bills with the reading and possession agreement. Retain the final payment receipt and investigate any carried balance.

Who: Seller and buyer | When: When statements arrive

Complete with: Correct account dates and resolved adjustments

Completed / not applicable: _____ Notes: _____

☐ **Collect recorded documents and finish remaining work**

Recommended: preserve the records response for future improvements or resale. Keep a deadline and owner for every remaining task.

Who: Buyer, attorney, title company, and responsible contractors | When: Until each open obligation is documented complete

Complete with: Recorded deed, final policy, permit results, and escrow release evidence

Completed / not applicable: _____ Notes: _____

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Official sources and closing notes

- [1] <https://www.glenview.il.us/724/Your-Water-Bill>
- [2] <https://www.glenview.il.us/572/Freedom-of-Information-Act>
- [3] <https://www.glenview.il.us/651/Development-Center-Building-Permits>
- [4] <https://tax.illinois.gov/localgovernments/property/mydec.html>
