

Skokie Property Closing Checklist

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

Plan Skokie rental inspections, corrections, final water clearance, seller transfer stamps and the new owner's remaining obligations.

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

☐ Identify the parcels, units and actual property use

Recommended coordination: include current occupancy, recent rental use, associated parcels and the buyer's intended use.

Who: Seller, buyer and title company | When: Before relying on a proposed closing schedule

Complete with: Property summary matched to title information

Completed / not applicable: _____ Notes: _____

☐ Determine whether a rental transfer inspection applies

Covered rentals include houses, duplexes, townhouses and multi-unit rental buildings. The Village lists an exception for rental condos in buildings with more than four units.

Who: Seller or agent with Building and Inspection Services | When: During sale preparation

Complete with: Confirmed inspection path or documented exception [1]

Completed / not applicable: _____ Notes: _____

☐ Request and schedule any required pre-sale inspection

Village timing requirement: leave room for repairs and follow-up. Confirm that the report remains within its 180-day validity period at closing.

Who: Current property owner | When: At least 28 days before closing; start during sale preparation

Complete with: Signed application, submission receipt and confirmed appointment [2]

Completed / not applicable: _____ Notes: _____

UNDER CONTRACT

☐ Assign deadlines and update the Village when dates change

Recommended coordination: track inspection, corrections, water, declarations, title and loan conditions separately.

Who: Buyer, seller and their closing team | When: At contract acceptance and after any extension

Complete with: Shared calendar and updated municipal submission information

Completed / not applicable: _____ Notes: _____

Skokie Property

Closing Checklist - continued

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

UNDER CONTRACT

☐ **Resolve title, ownership and signing questions**

Recommended coordination: reconcile parcel numbers, owners, entities, trusts and any planned successive transfers.

Who: Attorneys and title company | When: Before preparing transfer documents

Complete with: Reviewed title commitment and approved signing information

Completed / not applicable: _____ Notes: _____

☐ **Review permit history and the proposed renovation use**

Recommended coordination: investigate unfinished permits and confirm approvals needed for the buyer's project.

Who: Buyer and contractor with the Village | When: During property due diligence

Complete with: Permit records, final inspection evidence and realistic work scope [3]

Completed / not applicable: _____ Notes: _____

☐ **Collect rental or association records as applicable**

Recommended coordination: reconcile actual units and occupants. Review association balances, rental restrictions and lender document needs.

Who: Seller, manager, buyer and attorneys | When: Before contractual review deadlines

Complete with: Leases, deposit records, rent history or association documents

Completed / not applicable: _____ Notes: _____

INSPECTIONS AND REPAIRS

☐ **Arrange adult attendance and access to required areas**

The Village application requires an adult to provide access. Coordinate the exterior, common spaces and rental units with the inspector.

Who: Seller or property manager | When: Before the confirmed inspection appointment

Complete with: Access plan, keys and required tenant notices [4]

Completed / not applicable: _____ Notes: _____

☐ **Pay the applicable inspection charge and obtain the report**

The official application lists \$50 per unit. Confirm the unit count and keep the report with the payment record.

Who: Current owner or authorized payer | When: Through the Village's inspection scheduling process

Complete with: Fee receipt and complete written findings [4]

Completed / not applicable: _____ Notes: _____

☐ **Correct seller-responsibility violations and arrange follow-up**

Village process: complete required corrections and schedule follow-up inspection. Ask what evidence closes each finding.

Who: Seller and contractors with the inspector | When: Before requesting inspection clearance

Complete with: Repair records and Village determination [2]

Completed / not applicable: _____ Notes: _____

Skokie Property

Closing Checklist - continued

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

INSPECTIONS AND REPAIRS

☐ **Obtain Village acceptance if the buyer assumes violations**

Confirm required security, deadlines, repairs and any occupancy restriction. A private as-is agreement does not finish the Village process.

Who: Buyer and attorneys with the Village | When: Before transfer stamps are issued

Complete with: Accepted Transfer of Ownership form and written conditions [2]

Completed / not applicable: _____ Notes: _____

MUNICIPAL CLEARANCE

☐ **Request the final water meter reading**

Village instruction: request online, provide accurate closing information and ask about updates if the closing changes.

Who: Seller or authorized representative | When: At least 72 hours before the reading is needed

Complete with: Online request confirmation and completed final reading [5]

Completed / not applicable: _____ Notes: _____

☐ **Resolve the final water bill and other municipal balances**

Village stamp instructions require resolution of outstanding balances. Confirm any association-managed water account arrangements.

Who: Seller or authorized payer with Finance | When: Before stamp issuance

Complete with: Final payment receipts and confirmation of remaining requirements [1]

Completed / not applicable: _____ Notes: _____

☐ **Verify the municipal, state and county tax calculations**

Skokie's declaration assigns the seller \$3 per \$1,000 or fraction. State and county amounts are separate; confirm exemptions and contract allocation.

Who: Attorney or title preparer with seller | When: Before obtaining stamps and reviewing settlement figures

Complete with: Approved taxable consideration and separate calculations [6]

Completed / not applicable: _____ Notes: _____

☐ **Document any claimed tax exemption**

The Village declaration lists a \$25 exempt-transaction fee. Confirm the supporting facts and documents for the actual transfer.

Who: Attorney or preparer and Village Clerk | When: Before requesting exempt processing

Complete with: Accepted exemption basis and applicable fee receipt [6]

Completed / not applicable: _____ Notes: _____

Skokie Property

Closing Checklist - continued

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

MUNICIPAL CLEARANCE

☐ **Complete the declaration and recording packet**

Official form requests three copies, at least one buyer and seller signature, and a signed Illinois declaration. Confirm submission details with the Clerk.

Who: Attorneys or title company | When: Before submission for stamp purchase

Complete with: Approved deed, declarations, copies and required signatures [6]

Completed / not applicable: _____ Notes: _____

BEFORE CLOSING

☐ **Obtain transfer stamps and retain payment evidence**

Recommended coordination: confirm accepted inspection resolution, balances, documents, hours and payment arrangements before the visit.

Who: Authorized representative and Village Clerk | When: In time for closing and recording requirements

Complete with: Stamps and receipts delivered to the document preparer [1]

Completed / not applicable: _____ Notes: _____

☐ **Resolve lender, insurance and title conditions**

Recommended coordination: disclose unfinished work and confirm coverage for the actual occupancy and renovation plan.

Who: Buyer, lender, attorneys and title company | When: By contract and lender deadlines

Complete with: Closing readiness confirmation and accepted repair treatment

Completed / not applicable: _____ Notes: _____

☐ **Reconcile settlement charges and verify funding instructions**

Recommended coordination: compare taxes, paid fees, water, credits and repair obligations with the contract and receipts.

Who: Buyer and seller with the closing team | When: Before sending funds or signing

Complete with: Reviewed settlement statement and independently verified instructions

Completed / not applicable: _____ Notes: _____

☐ **Complete the walkthrough and document unresolved items**

Recommended coordination: compare the condition and completed repairs with the written agreements.

Who: Buyer and agent with attorneys | When: As arranged under the contract before signing

Complete with: Walkthrough record and written resolution of discrepancies

Completed / not applicable: _____ Notes: _____

Skokie Property

Closing Checklist - continued

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

CLOSING AND AFTER

☐ **Confirm signing, funding, recording and possession arrangements**

Recommended coordination: arrange keys, access devices, tenant records and delivery of the final title policy.

Who: Closing team, buyer and seller | When: Under the closing and possession instructions

Complete with: Signed documents, funding confirmation and recorded-document delivery plan

Completed / not applicable: _____ Notes: _____

☐ **Establish the correct utility and owner contact records**

Recommended coordination: check service arrangements and retain the seller's final utility records for the transaction file.

Who: Buyer or property manager | When: At the ownership and possession transition

Complete with: Confirmed account and mailing information

Completed / not applicable: _____ Notes: _____

☐ **Complete applicable rental registration and use approvals**

Covered rentals must register before renting. Verify exceptions, the \$25 annual per-unit charge, and any separate short-term rental eligibility.

Who: Buyer or property manager with the Village | When: Confirm during due diligence; complete before renting as required

Complete with: Correct owner registration and any separate use approval [7]

Completed / not applicable: _____ Notes: _____

☐ **Complete accepted repairs and obtain final resolution**

Follow the accepted transfer arrangement, request required follow-up and keep the completion evidence with the property records.

Who: Buyer and contractors with the Village | When: By the Village's written correction deadlines

Complete with: Final inspection or completion record and any security release [2]

Completed / not applicable: _____ Notes: _____

Skokie Property

Closing Checklist - continued

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

Official sources and closing notes

- [1] <https://www.skokie.org/1237/Real-Estate-Transfer-Stamps>
- [2] <https://skokie.gov/526/Rental-Property-Transfer-Inspections>
- [3] <https://www.skokie.gov/204/Building-Renovation-Permits>
- [4] <https://skokie.gov/DocumentCenter/View/9016>
- [5] <https://www.skokie.org/301/Water-Billing>
- [6] <https://www.skokie.org/DocumentCenter/View/1361/Real-Estate-Transfer-Tax-Form---May-2018>
- [7] <https://www.skokie.org/524/Rental-Unit-Registration>
