

**VILLAGE OF PARK FOREST**

**BUILDING DEPARTMENT**

***IF YOU ARE ASSUMING RESPONSIBILITY FOR  
ABATING VIOLATIONS FOUND DURING  
HOME OCCUPANCY INSPECTION***

The Building Department requires a letter from the Purchaser that they are aware of and will take responsibility for the repair of the violations cited during the occupancy inspection performed at the property they are purchasing.

To: The Village of Park Forest Building Department

REGARDING PROPERTY LOCATED AT: \_\_\_\_\_

I, \_\_\_\_\_, take full responsibility for the violations cited during the occupancy inspection required by the Village of Park Forest. I am aware that I must:

- abate all violations listed
- obtain building permits for the work where required \_\_\_\_\_ (initial here)  
(Any contractor performing work or providing certifications must be licensed with the Village of Park Forest.)
- I will have all of the work completed on or before \_\_\_\_\_ (initial here)
- I am aware the property **cannot be occupied** until the property has passed inspection. \_\_\_\_\_ (initial here)

It is my responsibility to:

- schedule an appointment to obtain the re-inspection
- pay a \$30 fine per inspection if the re-inspection does not pass on the first attempt \_\_\_\_\_ (initial here)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone: Home \_\_\_\_\_

Work \_\_\_\_\_

Cellular \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_