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**- DISCLAIMER -**

The information within this document has been provided as a courtesy by the respective municipality. The information is an abridgment of the municipality's ordinances and policies related to real estate and should be interpreted as such. Municipal policies change, and there are limitations to this format; the most precise understanding of a particular policy can best be ascertained by reading the municipal code which is of public record and found on most municipal websites. Additional information or clarification can be directed to municipal staff, REALTOR® Association staff, or legal counsel.

**VILLAGE OF BANNOCKBURN**

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Telephone: 847-945-6080 • Facsimile: 847-945-6538

[www.bannockburn.org](http://www.bannockburn.org)

Home Rule

Non-Home Rule

**SIGNAGE**

**RESIDENTIAL**

1. What are the general rules regarding placement of “for sale” or “for lease” signs on residential property? **Section 9-106.G.12 is the applicable zoning code section, which reads:**
12. **Real Estate Signs. Except as otherwise provided below, such signs shall be limited to one single- or double-faced, non-illuminated sign of the following maximum gross surface areas and maximum heights:**
  - (a) **Single family residential, individual lots: No more than two square feet per sign face and not to exceed four feet in height. On a corner lot or through lot, two signs shall be permitted, one facing each street.**
  - (b) **Single family residential, multi-lot developments: No more than 20 square feet per sign face and not to exceed six feet in height. If a multi-lot development real estate sign is erected pursuant to this subsection, no real estate signs shall be erected on the individual lots unless and until said multi-lot development sign has been removed.**
2. What are the general rules regarding sign riders (e.g. “under contract”) placed on “for sale” or “for lease” signs on a residential property? **No restrictions but sign**

must meet Section 9-106.G.12 dimension requirements and placed on existing "for sale" or "for lease" sign.

3. What are the general rules regarding illumination of “for sale” or “for lease” signs on residential property? **Illumination is prohibited.**
4. When must residential “for sale” or “for lease” signs be removed? **14 days following the sale or lease of the lot in question. Please note Section 9-106.H.1.g , which reads:**
  - (g) Real estate signs, but for no longer than 14 days following the sale or lease of the lot in question, and in no event longer than 12 months following the erection of such sign; provided, however, that real estate signs in the A and B Districts shall be subject to Section 9-106.G.
5. What are the general rules regarding placing directional “open house” signs in the vicinity of residential property? **Sign can't block egress and ingress on property. In addition, the sign can not be located in the right of way. Such signs shall not be erected sooner than 24 hours before the commencement of the Open House and shall be removed within 24 hours following the termination of the Open House.**
6. Please use this space to clarify or share additional information you believe would be helpful as it relates to residential signage: **Real Estate “Sold By” Signs are prohibited in all districts and shall not be erected, maintained or, except as provided in Section 10-106 of the Village of Bannockburn Zoning Code, permitted to continue in any district.**

### COMMERCIAL

7. What are the general rules regarding placement of “for sale” or “for lease” signs on commercial property? **Sign can't block egress and ingress on property. In addition, the sign can not be located in the right of way.**
8. What are the general rules regarding sign riders (e.g. “under contract”) placed on “for sale” or “for lease” signs on commercial property? **No restrictions but sign must not exceed 15 square feet in dimensions and placed on existing "for sale" or "for lease" sign..**
9. What are the general rules regarding illumination of “for sale” or “for lease” signs on commercial property? **Illumination is prohibited.**
10. When must commercial “for sale” or “for lease” signs be removed from a property? **14 days following the sale or lease of the lot in question. Please note Section 9-106.H.1.g , which reads:**
  - (g) Real estate signs, but for no longer than 14 days following the sale or lease of the lot in question, and in no event longer than 12 months following the erection of such sign..
11. Please use this space to clarify or share additional information you believe would be helpful as it relates to commercial signage: **Commercial Real Estate**

signs can not exceed 15 square feet in area. Also, a permit must be obtained to erect a commercial real estate sign.

## TRANSFER TAXES

12. Has your municipality adopted a real estate transfer tax?  
 No (if no, skip to question 22).  
 Yes.
13. How much is the transfer tax (not including the state (.50/\$500) or county transfer tax (.25/\$500)?
14. Which party is primarily responsible for paying the transfer tax?  
 Buyer.  
 Seller.  
 Split equally.  
Please feel free to elaborate:
15. Does your municipality exempt certain transfers from the tax?  
 No.  
 Yes, more or less, common exemptions apply.  
Please feel free to elaborate:
16. Does your municipality provide a full or partial rebate in certain circumstances?  
 No.  
 Yes (please explain):
17. Are there any requirements that must be met prior to the issuance of the stamps?  
 No.  
 Yes (please explain):
18. Please provide the department (or company) name, telephone number, and webpage (if any) where one can obtain a transfer tax form:
19. Please provide the department (or company) name, telephone number, and webpage (if any) where one can purchase transfer stamps:
20. Are real estate licensees and/or attorneys allowed to purchase the stamp on behalf of the owner?  
(Check all that apply)  
 No.  
 Yes, real estate licensees may.  
 Yes, attorneys may.
21. Please use this space to clarify or share additional information you believe would be helpful as it relates to your municipal transfer tax:

## WATER METER READINGS

22. Is a final water meter reading required prior to the sale of property?

*(If no to all, skip to question 27)*

For residential property?

Yes

No

For commercial property?

Yes

No

Please feel free to elaborate:

23. How far in advance of the sale should the reading be scheduled? **7 days**

24. What is the cost of the reading? **\$00.00**

25. Please provide the department (or company), telephone number, and webpage (if any) that should be contacted for the final reading: **Village Hall at 847-945-6080**

26. Are real estate licensees allowed to coordinate the reading on behalf of the owner?

Yes.

No.

Please feel free to elaborate: **water bills will remain in owner's name until new owner sets up an account.**

## POINT-OF-SALE PROPERTY INSPECTIONS

### DETACHED, SINGLE-FAMILY, NON-RENTAL RESIDENTIAL

27. Must detached, single-family, non-rental residential property undergo a government inspection prior to sale (not change of occupancy)?

No (if no, skip to question 36).

Yes

28. At what point is the inspection required?

Prior to the property being offered for sale.

Upon the property being offered for sale.

Prior to closing

Please feel free to elaborate: **30 days before sale**

29. What is the purpose of the inspection?

*(Check all that apply)*

Life and safety issues.

Determine proper zoning.

Identify unlawful/improper sewer/water connections.

Crime abatement.

Identify any and all municipal code violations.

Please feel free to elaborate:

30. **Who is responsible for correcting violations?**

- The seller prior to closing.
- The buyer prior to occupancy.
- Either party prior to closing.
- Either party prior to occupancy.
- Either party at any point so long repair is undertaken in a reasonable time period.
- Neither party, the inspection is only advisory.

Please feel free to elaborate: **Both seller and buyer will be liable for violations if transfer compliance inspection is not conducted. All corrections should be made prior to closing.**

31. **How much are inspections?**

Initial inspection: **\$100.00**

Re-inspections due to expiration: **\$50.00**

Re-inspections to affirm violation fixes: **\$50.00**

32. **For how long is the inspection valid?** **90 days**

33. **Please provide the department (or company) name, telephone number, and webpage (if any) to schedule an inspection:** **Village Hall at 847-945-6080**

34. **Are real estate licensees allowed to coordinate the inspection on behalf of the owner?**

- Yes.
- No.

35. **Please use this space to clarify or share additional information as it relates to detached, single-family, non-rental residential inspections:** **Property owner must request the inspection in writing and submit payment prior to inspection being conducted.**

**RESIDENTIAL RENTAL PROPERTIES**

36. **Must residential rental properties undergo a government inspection prior to sale (not change of occupancy)?**

- No (if no, skip to question 46).
- Yes.

37. **What type of residential rental properties are required to undergo a government inspection prior to sale?**

*(Check all that apply)*

- Detached, single-family homes.
- Townhomes.
- Condominiums.
- Housing Cooperatives (Co-Op)
- Multi-unit buildings.

Please feel free to elaborate:

38. **At what point during the transaction is the inspection required?**

- Prior to the property being offered for sale.
- Upon the property being offered for sale.
- Prior to closing

Please feel free to clarify or elaborate:

**39. What is the purpose of the inspection?**

*(Check all that apply)*

- Life and safety issues.
- Determine proper zoning.
- Identify unlawful/improper sewer/water connections.
- Crime abatement.
- Identify any and all municipal code violations.

Please feel free to clarify or elaborate:

**40. Who is responsible for correcting violations?**

- The seller prior to closing.
- The buyer prior to occupancy.
- Either party prior to closing.
- Either party prior to occupancy.
- Either party at any point so long repair is undertaken in a reasonable time period.
- Neither party, the inspection is only advisory.

Please feel free to elaborate: **Both seller and buyer will be liable for violations if transfer compliance inspection is not conducted. All corrections should be made prior to closing.**

**41. How much are inspections?**

Initial inspections: **\$100.00**

Re-inspections due to expiration: **\$50.00**

Re-inspections due to affirm violation fixes: **\$50.00**

**42. For how long is the inspection valid? **90 days****

**43. Please provide the department name (or contracted company), telephone number, and webpage (if available) to schedule an inspection: **Village Hall at 847-945-6080****

**44. Are real estate licensees allowed to coordinate the inspection on behalf of the owner?**

- Yes.
- No.

**45. Please use this space to clarify or share additional information you believe would be helpful as it relates to your residential rental inspections: **Property owner must request the inspection in writing and submit payment prior to inspection being conducted.****

**COMMERCIAL PROPERTY**

**46. Must commercial property undergo a government inspection prior to sale (not change of occupancy)?**

- No (if no, skip to question 55).
- Yes.

**47. At what point during the transaction is the inspection required?**

- Prior to the property being offered for sale.
- Upon the property being offered for sale.
- Prior to closing

Please feel free to elaborate:

**48. What is the primary purposes of the inspection?**

*(Check all that apply)*

- Life and safety issues.
- Determine proper zoning.
- Identify unlawful/improper sewer/water connections.
- Crime abatement.
- Identify any and all municipal code violations.

Please feel free to elaborate:

**49. Who is responsible for correcting violations?**

- The seller prior to closing.
- The buyer prior to occupancy.
- Either party prior to closing.
- Either party prior to occupancy.
- Either party at any point so long repair is undertaken in a reasonable time period.
- Neither party, the inspection is only advisory.

Please feel free to elaborate: **Both seller and buyer will be liable for violations if transfer compliance inspection is not conducted. All corrections should be made prior to closing.**

**50. How much are inspections?**

Initial inspections: **\$10 cents per square foot**

Re-inspections due to expiration: **\$50.00**

Re-inspections due to affirm violation fixes: **\$50.00**

**51. How long is the inspection valid? 90 days**

**52. Please provide the department name (or contracted company), telephone number, and webpage (if any) to schedule an inspection: Village Hall at 847-945-6080**

**53. Are real estate licensees allowed to coordinate the inspection on behalf of the owner?**

- Yes.
- No.

**54. Please use this space to clarify or share additional information you believe would be helpful as it relates to your commercial property inspections: Property owner must request the inspection in writing and submit payment prior to inspection being conducted.**

## RENTAL REGULATIONS

### RESIDENTIAL

55. Has your municipality adopted a residential rental registration or licensing ordinance?
- No (if no, skip to question 65).  
 Yes.
56. What type of residential rental properties are required to comply?  
*(Check all that apply)*
- Detached, single-family homes.  
 Townhomes.  
 Condominiums.  
 Housing Cooperatives (Co-Op)  
 Multi-unit buildings.  
Additional information (optional):
57. How much is the registration or licensing fee? \$
58. Must residential rental property owners undergo any sort of training by your municipality?
- No.  
 Yes, please elaborate:
59. Does your municipality require regular government inspections of residential rental property?
- No (if no, skip to question 62).  
 Yes.  
Please feel free to elaborate:
60. How frequently do inspections occur?  
*(Check all that apply)*
- Annually.  
 Every two years.  
 Every three years.  
 Every four years.  
 Every five years.  
 Change of occupancy.  
 Other:
61. What is the purpose of the inspection?  
*(Check all that apply)*
- Life and safety issues.  
 Determine proper zoning and/or occupancy.  
 Crime abatement.  
 Identify any and all municipal code violations.

Please feel free to clarify or elaborate:

62. **Has your municipality adopted a Residential Landlord Tenant Ordinance (or similarly themed ordinance)?**

No.

Yes (please detail where a summary and/or copy of the regulations can be obtained):

63. **Please provide the department (or company name), phone number, and webpage (if any) that oversees residential rental regulations:**

64. **Please use this space to clarify or share additional information you believe would be helpful as it relates to your residential rental regulations:**

### **COMMERCIAL**

65. **Has your municipality adopted a commercial rental registration or licensing ordinance (not to be confused with business registration or licensing)?**

No (if no, skip to question 73).

Yes.

66. **How much is the registration or licensing fee? \$**

67. **Must commercial rental property owners undergo any sort of training by your municipality?**

No.

Yes (please elaborate):

68. **Does your municipality require regular government inspections of commercial rental property?**

No (if no, skip to question 71).

Yes.

Please feel free to elaborate:

69. **How frequently do inspections occur?**

*(Check all that apply)*

Annually.

Every two years.

Every three years.

Every four years.

Every five years.

Change of occupancy.

Other:

70. **What is the purpose of the inspection?**

*(Check all that apply)*

Life and safety issues.

Determine proper zoning and/or occupancy.

- Crime abatement.
  - Identify any and all municipal code violations.
- Please feel free to clarify or elaborate:

- 71. Please provide the department (or company name), phone number, and webpage (if any) that oversees commercial rental regulations.
- 72. Please use this space to clarify or share additional information as it relates to your commercial rental regulations:

**COMMERCIAL USES**

- 73. Other than traditional restrictions (e.g. manufacturing in a residential neighborhood), please detail any restrictions commercial REALTORS® should be aware of (e.g. no retail on first floor): Please see Article 4 and Article 5 of the Village of Bannockburn Zoning Code for office district and retail district regulations, as well as Article 9 for sign regulations. In addition, please note that there may be Special Use Permit limitatoinis.
- 74. Please provide the department (or company) name, telephone number, and webpage (if any) where commercial REALTORS® can contact to determine appropriate commercial use: Village Hall at 847-945-6080

**CONTRACTS AND ADDENDUMS**

- 75. Does your municipality require the use of specific contract?  
*(Check all that apply)*
  - No.
  - Yes, for residential rentals (please explain):
  - Yes, for residential sales (please explain):
  - Yes, for commercial rentals (please explain):
  - Yes, for commercial sales (please explain):
- 76. Does your municipality require the use of a rider or addendum?  
*(Check all that apply)*
  - No.
  - Yes, for residential rentals (please explain):
  - Yes, for residential sales (please explain):
  - Yes, for commercial rentals (please explain):
  - Yes, for commercial sales (please explain):
- 77. Does your municipality require the dissemination of a particular notice (e.g. fair housing brochure) in the course of real estate transactions?  
*(Check all that apply)*
  - No (if no, skip to question 79).

- Yes, for residential rentals (please explain):
- Yes, for residential sales (please explain):
- Yes, for commercial rentals (please explain):
- Yes, for commercial sales (please explain):

78. If yes, to any of the above (questions 75-77), where can such forms be obtained?
79. Please use this space to clarify or share additional information you believe would be helpful as it relates to required real estate contracts or addendums imposed by your municipality:

## FAIR HOUSING

80. **Has your municipality adopted a fair housing ordinance?**
- No (if no, skip to question 84).
  - Yes (please detail where a summary and/or copy of the ordinance can be obtained):
81. **Does your fair housing ordinance protect classes not protected by federal, state, or county government?**
- No.
  - Yes (please list the other protected classes):
82. **Has your municipality specifically exempted housing choice voucher (section 8) holders as a protected class?**
- No.
  - Yes.
83. Please use this space to clarify or share additional information you believe would be helpful as it relates to your municipality's fair housing laws:

## RESIDENTIAL OCCUPANCY LIMITS

84. **Does your municipality place limit the number of unrelated persons that can live together?**
- No.
  - Yes (please detail):
85. **What are your municipality's general occupancy standards (regardless if occupants are related)?**

## PETS

86. Please use this space to detail any restrictions your municipality has on the habitation of domestic pets in a residential home: The Village has regulations pertaining to chickens, dogs and horses. Please see Sections 9-101(D)(13), 9-101(D)(4), and 3-110(D) of the Village of Bannockburn Zoning Code. In addition, the village follows the maximum limitation requirements imposed by Lake County.

## HISTORIC PRESERVATION

87. Has your municipality adopted restrictions on property designated as historic?  
 No (if no, skip to question 89).  
 Yes.
88. If so, where can persons determine if a property has been categorized as historic?

## LICENSING OF REAL ESTATE OFFICES

89. Are non-home based real estate offices operating within your municipality required to apply for a business license or registration?  
 No.  
 Yes, non-home based real estate offices are required to apply for a registration or license but as a profession preempted by the state the purpose is for data collection only; we maintain no revocation authority.  
 Yes, non-home based real estate offices are required to apply for a registration or license the same as every other business – our code does not distinguish between those preempted by state licensing and those that are not.
90. Are home based real estate offices operating within your municipality required to apply for a business license or registration?  
 No.  
 Yes, home based real estate offices are required to apply for a registration or license but as a profession preempted by the state the purpose is for data collection only; we maintain no revocation authority.  
 Yes, home based real estate offices are required to apply for a registration or license the same as every other business – our code does not distinguish between those preempted by state licensing and those that are not.
91. If applicable, please provide the department (or company) name, telephone number, and webpage (if any) that oversees business registrations or licenses? **Village Hall at 847-945-6080**

## MISCELLANEOUS

92. Is there any other information REALTORS® and/or their clients should know as it relates to conducting real estate transactions within your municipality? **Thank you for looking into conducting business in the Village of Bannockburn. Please feel free to contact staff at 847-945-6080 should you have any questions.**