

❖ **Property Maintenance Inspector** - Performs all sales inspections by setting up appointments with the seller; verifying that all Village bills are paid through the Clerk's office; inspecting all properties to insure that they are up to current codes; and notifying the sellers of any violations that must be corrected. He also fields residents complaints to verify that they are legitimate, notifies the residents to make the needed corrections; and files notices for Housing Court if corrections are not in compliance with Village ordinances. He periodically tours the Village and notes any properties not in compliance with both the International and Village codes and notifies property owners to remedy the situation. He coordinates visits to business sites with the fire inspector and inspects to see if the site is acceptable for the particular business use. He also coordinates inspections with multi-family apartment units upon sale of the buildings with the fire inspector and building owners.