

**Application for Certificate of Payment  
for Recordation of Any Deed not a Sale  
of Property**

**Village of Lincolnwood  
6900 N. Lincoln Ave.  
Lincolnwood, Illinois 60712**

Phone: 847-745-4700

Fax: 847-673-4403

Email: nshamo@lwd.org

Ordinance # 06-2711 of the Village of Lincolnwood Municipal Code establishing a Certificate of Payment requires anyone who transfers real estate or for any deed in need of recordation with Cook County to pay any outstanding water in full before a Certificate of Payment is issued. **CONDOMINIUM UNITS ARE EXEMPT FROM OBTAINING A CERTIFICATE OF PAYMENT PER VILLAGE CODE 12-3-15 (B)(6)**. Please complete this form and attach a copy of the executed deed. These forms may be faxed, emailed, or delivered to the Finance Department.

**GRANTOR** \_\_\_\_\_

**SERVICE ADDRESS** \_\_\_\_\_

**PROPERTY INDEX NUMBER (PIN)** \_\_\_\_\_

**WATER ACCOUNT NUMBER** \_\_\_\_\_

**GRANTEE** \_\_\_\_\_

**CONTACT PERSON & TELEPHONE NUMBER** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

*\*TO WHOM TO MAIL THE CERTIFICATE TO*

**EMAIL** \_\_\_\_\_

**PLEASE NOTIFY ME OF ANY AND ALL AMOUNTS DUE.**

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

(Signed by the seller or an authorized agent)