

**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

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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)