

APPLICATION FOR CERTIFICATE OF PAYMENT

PAYMENTS DUE TO THE VILLAGE MUST BE PAID IN ORDER TO SELL PROPERTY

EFFECTIVE - AUGUST 1, 2006

Sales of real estate have occurred in the Village wherein property owners have failed to pay for the final water service charges and other outstanding monetary obligations owed to the Village at the time of transfer. This loss of revenue creates a financial hardship upon the Village and a time consuming effort to follow up on the collection of this revenue.

Therefore, there was a need to establish and maintain a mechanism to capture the final water meter reading and collection of these final water charges plus any unpaid water charges and other unpaid monetary obligations, if existing, at the time of sale.

When selling property, owners shall request a final water meter reading from the Village within five (5) business days of the property closing date. Upon application to the Finance Director, or nominee, and payment of all charges for water service, plus outstanding penalties for any delinquent charges, if any, and other monetary obligations owed to the Village, a Certificate of Payment shall be prepared within five (5) business days from receipt of application. This Certificate of Payment will be issued to the property owner certifying that all water service charges and any other monetary obligations owed to the Village have been paid-in-full.

Full payment shall be made to the Village in the form of a CASHIER'S or CERTIFIED CHECK for all unpaid monetary obligations owed to the Village before a Certificate of Payment shall be issued.

The Village shall charge a **\$20.00 service fee** payable upon issuance of the Certificate of Payment.

A Certificate of Payment must be filed for recordation along with the deed of conveyance or assignment of beneficial interest with the Office of the Recorder of Deeds of Cook County, Illinois. A Certificate of Payment shall be invalid if issued more than 20 days prior to such recordation.

A Certificate of Payment shall be required for all real estate transfers commencing on or after August 1, 2006.

If you have any questions please do not hesitate to call the Village's Finance Director, Robert Merkel at 847-673-1540.