

VILLAGE OF LANSING

3141 Ridge Road

Lansing, IL 60438

Phone: 708-895-7200

Fax: 708-895-6878

APPLICATION FOR CERTIFICATE OF PAYMENT

Deed Change Only

Sale of Property

(Please check one)

Ordinance #13-032 of the Village of Lansing Municipal Code establishing a Certificate of Payment requires anyone who sells property or transfers real estate to pay all outstanding service charges, including but not limited to, water service, building code violations, and other charges, due to the Village be paid in full before a Certificate of Payment Certificate is issued. This also requires the Seller to give the Village three (3) days notice before the scheduled closing to allow sufficient time to obtain a final meter reading and issue a certificate once all debts to the Village of Lansing have been paid. This procedure is also required for Quit Claim deeds. Please complete this form and either fax or deliver this form to the Village Treasurer located at 3141 Ridge Road.

YOU MUST CALL PUBLIC WORKS AT 708-895-7190 TO SCHEDULE A FINAL WATER METER READ. You will be notified of any monies due the Village. The final amount due may be paid in cash, credit card (MasterCard/Visa/Discover), cashier's check, certified check or money order. PERSONAL CHECKS NOT ACCEPTED. Once payment is made the Village will issue a Certificate of Payment certifying that all amounts owed by the Seller have been paid in full.

SELLER'S NAME _____

MAILING ADDRESS _____

TELEPHONE NO. _____

ATTORNEY or AGENT _____ TELEPHONE _____

PROPERTY ADDRESS _____

PROP INDEX NUMBER (PIN) _____

WATER ACCT NUMBER _____

BUYER'S NAME _____ TELEPHONE _____

SCHEDULED CLOSING DATE _____ TIME _____

If you wish to be faxed the final water bill, please provide a fax number and the name to which the bill should be sent:

Fax # _____ Attention of: _____

YOU MUST CALL PUBLIC WORKS AT 708-895-7190 TO SCHEDULE YOUR FINAL WATER READ

SIGNED _____ DATE: _____

(May be signed by the seller or an authorized agent)

THE FOLLOWING IS FOR OFFICE USE ONLY:

Final Water Bill: \$ _____ Judgment: \$ _____ Building Dept. _____

Rental Licensing: \$ _____ False Alarm: \$ _____ Other: \$ _____

TOTAL AMOUNT DUE: \$ _____