

VILLAGE OF SOUTH HOLLAND

Customer Service Center

16220 Wausau Avenue

South Holland, IL 60473

clerksoffice@southholland.org

Phone: 708-210-2900

Fax: 708-210-2959

APPLICATION FOR CERTIFICATE OF PAYMENT

Deed Change Only

Sale of Property

(Please check one)

Ordinance #2010-06 of the Village of South Holland 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 South Holland 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 Customer Service Center located at 16220 Wausau Avenue.

Once this application is received, the Village will take the appropriate action to obtain a meter reading and notify the Seller of any monies due the Village. The final amount due may be paid in cash, credit card (MasterCard/Visa), 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 NO. _____

PROPERTY ADDRESS _____

PROP INDEX NUMBER (PIN) _____ WATER ACCT NUMBER _____

BUYER'S NAME _____

TELEPHONE NO. _____

WILL THE BUYER OCCUPY THE RESIDENCE? Y/N If no, please provide owners mailing address below:

SCHEDULED CLOSING DATE AND 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: _____

I REQUEST A FINAL READING AT MY PROPERTY SERVICE ADDRESS. PLEASE NOTIFY ME OF ANY AND ALL AMOUNTS DUE.

SIGNED _____ DATE: _____

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

THE FOLLOWING IS FOR OFFICE USE ONLY:

Final Water Bill: \$ _____ Judgment: \$ _____

Administrative Citations: \$ _____ Parking Ticket: \$ _____

Other: \$ _____

TOTAL AMOUNT DUE: \$ _____