

# APPLICATION FOR REAL ESTATE TRANSFER CERTIFICATE

## VILLAGE OF WHEELING

2 COMMUNITY BLVD • WHEELING, IL 60090

PHONE: (847) 459-2607

FAX: (847) 459-9692

Section 15.38 of the Wheeling Municipal Code establishing a Real Estate Transfer Certificate requires anyone who sells or transfers real estate to pay any water, sewer, garbage fees, local ordinance fines, citations and penalties related thereto in full before a transfer certificate will be issued. This also requires the Seller give the Village seven (7) days notice before the scheduled closing to allow sufficient time to obtain a final meter reading (when required) and issue a certificate once all debts to the Village of Wheeling have been paid. **PLEASE COMPLETE THIS FORM NOT MORE THAN 10 DAYS PRIOR TO CLOSING** and either mail, fax or deliver this form to the Finance Department located at 2 Community Boulevard. **Note: This requirement also applies to re-finance, quit claim deeds, and transfer of ownership to a trust.**

Once this application is received the Village will take the appropriate action to obtain a meter reading should one be required. The seller should contact us for any monies due the Village. The amount due may be paid in cash or by credit card, (Visa, Master or Discover Cards only) or cashier's check or certified check. **PERSONAL CHECKS NOT ACCEPTED.** Once payment is made the Village will issue a Real Estate Transfer Certificate certifying that all amounts owing by the Seller have been paid in full.

PLEASE PRINT

SELLER'S NAME \_\_\_\_\_

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

PIN NUMBER \_\_\_\_\_

BUYER'S NAME (if known) \_\_\_\_\_

SCHEDULED CLOSING DATE AND TIME \_\_\_\_\_

Phone number for seller \_\_\_\_\_

If you wish this to be faxed or emailed please provide a fax number or email address and the name to which the Real Estate Transfer Certificate should be sent to (Print)

Fax # \_\_\_\_\_ Attention to: \_\_\_\_\_

**I REQUEST THE VILLAGE OF WHEELING OBTAIN A FINAL READING (IF REQUIRED) AT MY SERVICE ADDRESS AND NOTIFY ME OF ANY AND ALL AMOUNTS DUE.**

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

THE FOLLOWING IS FOR OFFICE USE ONLY:

Final Reading \_\_\_\_\_ Judgment \$ \_\_\_\_\_ Local Ordinance Fines \$ \_\_\_\_\_

Other Charges \$ \_\_\_\_\_

**TOTAL AMOUNT DUE: \$ \_\_\_\_\_**

**NOTE: If this property does not close as scheduled the Village of Wheeling must be immediately notified by the seller or seller's agent. If the Village of Wheeling is not notified, the buyer will become responsible for any and all charges.**