

TO: WHOM IT MAY CONCERN – WATER/LIEN LETTER
FROM: CITY CLERK’S OFFICE
SUBJECT: REAL ESTATE TRANSFER TAX STAMPS



The information below pertains solely to the property located within the City of Joliet limits at _____, Illinois, P.I.N. _____

The final water meter reading has been set for _____. **(Please be advised that there will be one more water/sewer billing after the final meter reading taken on the closing date. It is important that the Seller provides the City with a forwarding address.)** If the property sale is cancelled, please write “CANCEL” across this letter and send via facsimile. *If this property is vacant land, please indicate with a √ _____.*

THE FOLLOWING ITEMS ARE REQUIRED TO RECEIVE STAMPS

Seller's Forwarding Address: _____
 Buyer's Name: _____
 Buyer's Date of Birth Or If Company,: _____
 Contact Name And Telephone Number: _____
 Buyer’s Current Address Prior to Sale: _____
 Is This Going to Be Rental Property? Yes _____ No _____
 If Yes, Is The Tenant Remaining At The Property? Yes _____ No _____

Money currently owed to the City of Joliet:

<u>WATER ACCOUNT NO.</u>	<u>SERVICE</u>	<u>BILLED</u>	<u>DUE</u>	<u>AMOUNT</u>
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Water and Sewer Bill Total: _____

Water and Sewer Lien: _____

Miscellaneous Lien, Open Invoice or Water & Sewer Connections: _____

Special Assessment Lien: _____

Special Service Area: This property is located within a special service area and will be required to pay special taxes in an amount to be determined in the future. This estimated amount of special taxes is subject to change and may increase or decrease. _____

Total Currently Owed to the City of Joliet: _____

The above information will be honored for a period of four business days. Day one of the agreement will commence with the date at the top of this memorandum. After money due to the City is received, the Real Estate Transfer Tax Stamp may be affixed to the deed. If you have any questions, please contact the City Clerk’s Office at **(815)724-3902/FAX: (815)724-3904**. No delinquent accounts appear of record at this time due to the City of Joliet.

Seller’s Name _____

City of Joliet Approval

Closing Date _____

Agent _____

Telephone _____

Fax _____