

CLEARANCE LETTER

Village of Romeoville

Where Community Matters

CLOSING DATE _____

FAX # _____

PHONE # _____

PIN# _____

Mayor

John D. Noak

Clerk

Raymond E. Holloway

Trustees

Linda S. Palmiter

Dr. Edward McCartan

Jose Chavez

Brian Clancy

Dave Richards

Sue Micklevitz

DATE ISSUED: _____

EXPIRATION DATE: _____

This clearance letter is valid for five (5) business days from the date of issuance. To purchase a transfer stamp bring this letter, original deed, copy of the Illinois Real Estate Transfer Declaration Form (PTAX-203 or PTAX 203NR) or the certificate of exemption to the Village of Romeoville Finance Department, 13 Montrose Drive, Romeoville, IL 60446. Transfer stamps will not be issued unless the conditions and/or obligations described in this letter are met.

***** THIS FORM IS REQUIRED FOR ALL TRANSACTIONS, INCLUDING EXEMPT STAMPS *****

SERVICE ADDRESS: _____

CURRENT CUSTOMER NAME: _____

WATER ACCOUNT NUMBER: _____

DATE OF LAST READ: _____

AMOUNT DUE FOR WATER: \$ _____

A water bill for water used since the date of the last meter reading will be determined after a final reading is obtained.

DATE & TIME OF FINAL METER READING: _____

(Final bill will be forwarded to new address)

_____ The above property is clear of any outstanding debts owed to the Village.

The following obligations or conditions **MUST** be met or paid before a real estate transfer stamp can be issued.

CODE ENFORCEMENT ISSUES:

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OUTSTANDING TICKETS:

Ticket No. _____

Amount Due: _____

Ticket No. _____

Amount Due: _____

Ticket No. _____

Amount Due: _____

OUTSTANDING MISC. BILLING INVOICES:

Invoice # _____

Amount Due: _____

Description: _____

Invoice # _____

Amount Due: _____

Description: _____

Invoice # _____

Amount Due: _____

Description: _____

Invoice # _____

Amount Due: _____

Description: _____

COMMUNITY DEVELOPMENT ISSUES:

BUILDING DEPARTMENT OBLIGATIONS:

OTHER CONDITIONS AND OBLIGATIONS TO BE MET:

Sincerely,
Village of Romeoville

Linda M Spence
Real Estate Transfer Tax/ Meter Coordinator

