

**COMMERCIAL
CLEARANCE LETTER**



CLOSING DATE

PIN# _____

Email

FAX #

FAX #2

PHONE #

PHONE #2

Mayor

John D. Noak

Village Clerk

Dr. Bernice Holloway

Trustees

Linda S. Palmiter

Jose Chavez

Brian Clancy

Dave Richards

Lourdes Aguirre

Ken Griffin

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, 1050 West Romeo Road, Romeoville, IL 60446. Transfer stamps will not be issued unless the conditions and/or obligations described in this letter are met.

Note: Exempt transactions require a \$40 processing fee.

*** 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: _____

OUTSTANDING MISC. BILLING INVOICES:

Invoice # _____ Amount Due: _____

Description: _____

Invoice # _____ Amount Due: _____

Description: _____

Invoice # _____ Amount Due: _____

Description: _____

COMMUNITY DEVELOPMENT ISSUES: _____

BUILDING DEPARTMENT ISSUES: _____

VACANT/FORECLOSURE ISSUES: _____

OTHER CONDITIONS AND OBLIGATIONS TO BE MET: _____

Sincerely,

Village of Romeoville