

**Application for Certificate of Payment  
for the Sale of a Property**

**Village of Lincolnwood  
6900 N. Lincoln Ave.  
Lincolnwood, Illinois 60712**

Phone: 847-673-1540

Fax: 847-673-4403

Email: NDelgado@lwd.org

Ordinance # 06-2711 of the Village of Lincolnwood Municipal Code establishing a Certificate of Payment requires anyone who sells property or transfers real estate to pay any water, local ordinance fines, citations and penalties related thereto in full before a Certificate of Payment Certificate is issued. **THIS ALSO REQUIRES THE SELLER TO GIVE THE VILLAGE A FIVE (5) BUSINESS DAYS NOTICE BEFORE THE SCHEDULED CLOSING TO ALLOW SUFFICIENT TIME TO OBTAIN A FINAL METER READING.** A Certificate of payment will be issued once all debts to the village of Lincolnwood have been paid. Condominium units are exempt from obtaining a certificate of payment per village code 12-3-15(B)(6). Please submit this form via fax, email, or in person.

Once this application is received the Village will take the appropriate action to obtain a final meter reading and notify the Seller of any monies due to the Village. The final amount due may be paid in cash, credit card, cashier's check, attorney's check, certified check, or money order. **PERSONAL CHECKS ARE 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** \_\_\_\_\_

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

**PROPERTY INDEX NUMBER (PIN)** \_\_\_\_\_

**WATER ACCOUNT NUMBER** \_\_\_\_\_

**BUYER'S NAME** \_\_\_\_\_

**BUYER'S PHONE NUMBER** \_\_\_\_\_

**BUYER'S EMAIL ADDRESS** \_\_\_\_\_

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

*\*IF SCHEDULED CLOSING DATE CHANGES CONTACT THE VILLAGE IMMEDIATELY*

**CONTACT PERSON & PHONE NUMBER** \_\_\_\_\_

**CONTACT PERSON E-MAIL** \_\_\_\_\_

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

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

(Signed by the seller or an authorized agent)

**THE FOLLOWING IS FOR OFFICE USE ONLY:**

Final Water Bill: \$ \_\_\_\_\_ PT: \$ \_\_\_\_\_ AH: \$ \_\_\_\_\_

FD: \$ \_\_\_\_\_ PD: \$ \_\_\_\_\_ CD/INS? \_\_\_\_\_