

CLEARANCE LETTER



CLOSING DATE

FAX #

PHONE #

Mayor

DATE ISSUED:

EXPIRATION DATE:

Clerk

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 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.

Trustees

***** 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.

OUTSTANDING TICKETS:

Ticket No. _____ Amount Due: _____

Ticket No. _____ Amount Due: _____

OUTSTANDING MISC. BILLING INVOICES:

Invoice # _____ Amount Due: _____
Description: _____

Invoice # _____ Amount Due: _____
Description: _____

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CODE ENFORCEMENT ISSUES:

COMMUNITY DEVELOPMENT ISSUES:

OTHER CONDITIONS AND OBLIGATIONS TO BE MET:

SAMPLE

Sincerely,
Village of Romeoville

Linda M. Spence
Meter Coordinator