

# VILLAGE OF LANSING

Patricia Eidam  
Mayor



Office of the Treasurer

Arlette Frye  
Treasurer

Dear Homeowner,

Recently, the Lansing Village Board of Trustees passed Ordinance: No. 13-032 which affects any seller of a property within the Village of Lansing. The Ordinance established the requirement of obtaining a Certificate of Payment *prior* to recording deeds for the sale or transfer of property. The Certificate of Payment serves as confirmation that all outstanding service charges due to the Village of Lansing have been paid-in-full.

All title companies that do business in the State of Illinois have been notified of Ordinance No. 13-032. The Ordinance should be noted on all title commitments which places both the buyers and sellers on notice that the application for Certificate of Payment is required *prior* to closing.

Please make sure that you complete the required form *prior* to your scheduled closing date and return it to the Treasurer's Office at the 3141 Ridge Rd, Lansing, IL 60438 by either us mail, fax or email. Upon receipt of the application and payment of any outstanding service charges, the Village requires *three (3) business days* to issue a Certificate of Payment. Any questions you may have should be directed to the Village Treasurer at (708) 895-7200.

An application for the Certificate of Payment has been included with this notification for your convenience.

Sincerely,

Arlette Frye  
Village Treasurer

Enc.

Phone: 708-895-7200

Fax: 708-895-6878

APPLICATION FOR CERTIFICATE OF PAYMENT

Deed Change Only ←—————→  Sale of Property

(Please check one)

Ordinance #13-032 of the Village of Lansing Municipal Code establishing a Certificate of Payment requires anyone who sells property or transfers real estate to pay all outstanding service charges, including but not limited to, water service, building code violations, and other charges, due to the Village be paid in full before a Certificate of Payment Certificate is issued. **This also requires the Seller to give the Village three (3) days notice before the scheduled closing to allow sufficient time to obtain a final meter reading and issue a certificate once all debts to the Village of Lansing have been paid.** This procedure is also required for Quit Claim deeds. Please complete this form and either fax or deliver this form to the Village Treasurer located at 3141 Ridge Road.

**YOU MUST CALL PUBLIC WORKS AT 708-895-7190 TO SCHEDULE A FINAL WATER METER READ.** You will be notified of any monies due the Village. The final amount due may be paid in cash, credit card (MasterCard/Visa/Discover), cashier's check, certified check or money order. **PERSONAL CHECKS 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 \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

ATTORNEY or AGENT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

LANSING ADDRESS \_\_\_\_\_

PROP INDEX NUMBER (PIN) \_\_\_\_\_

WATER ACCT NUMBER \_\_\_\_\_

BUYER'S NAME / DEED CHANGE: \_\_\_\_\_ TELEPHONE \_\_\_\_\_

SCHEDULED CLOSING DATE \_\_\_\_\_

Fax # / Email \_\_\_\_\_ Attention of: \_\_\_\_\_

**YOU MUST CALL PUBLIC WORKS AT 708-895-7190 TO SCHEDULE YOUR FINAL WATER READ**

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

(May be signed by the seller or an authorized agent)

THE FOLLOWING IS FOR OFFICE USE ONLY:

Final Water Bill: \$ \_\_\_\_\_ Judgment: \$ \_\_\_\_\_ Building Dept. \_\_\_\_\_

Rental Licensing: \$ \_\_\_\_\_ False Alarm: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_