

**TO: WHOM IT MAY CONCERN – WATER/LIEN LETTER**



**FROM: CITY CLERK'S OFFICE**

**SUBJECT: REAL ESTATE TRANSFER TAX STAMPS**

The information below pertains solely to the property located within the City of Joliet limits at  
x \_\_\_\_\_, Illinois, P.I.N. \_\_\_\_\_ x

The final water meter reading has been set for \_\_\_\_\_. **(Please be advised that there will be one more water/sewer billing after the final meter reading taken on the closing date. It is important that the Seller provides the City with a forwarding address.)** If the property sale is cancelled, please write "CANCEL" across this letter and send via facsimile. *If this property is vacant land, please indicate with a √ \_\_\_\_\_.*

**THE FOLLOWING ITEMS ARE REQUIRED TO RECEIVE STAMPS**

- x Seller's Forwarding Address: \_\_\_\_\_
- x Buyer's Name: \_\_\_\_\_
- x Buyer's Date of Birth Or If Company,: \_\_\_\_\_
- x Contact Name And Telephone Number: \_\_\_\_\_
- x Buyer's Current Address Prior to Sale: \_\_\_\_\_
- x Is This Going to Be Rental Property? Yes \_\_\_\_\_ No \_\_\_\_\_
- x If Yes, Is The Tenant Remaining At The Property? Yes \_\_\_\_\_ No \_\_\_\_\_

Money currently owed to the City of Joliet:

<u>WATER ACCOUNT NO,</u>	<u>SERVICE</u>	<u>BILLED</u>	<u>DUE</u>	<u>AMOUNT</u>
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Water and Sewer Bill Total: \_\_\_\_\_

Water and Sewer Lien: \_\_\_\_\_

Miscellaneous Lien, Open Invoice or Water & Sewer Connections: \_\_\_\_\_

Special Assessment Lien: \_\_\_\_\_

Special Service Area: This property is located within a special service area and will be required to pay special taxes in an amount to be determined in the future. This estimated amount of special taxes is subject to change and may increase or decrease. \_\_\_\_\_

Total Currently Owed to the City of Joliet: \_\_\_\_\_

The above information will be honored for a period of four business days. Day one of the agreement will commence with the date at the top of this memorandum. After money due to the City is received, the Real Estate Transfer Tax Stamps may be affixed to the deed. If you have any questions, please contact the City Clerk's Office at **(815) 724-3780/FAX: (815) 724-3785**. No delinquent accounts appear of record at this time due to the City of Joliet.

x Seller's Name \_\_\_\_\_

City of Joliet Approval

x Closing Date \_\_\_\_\_

x Agent \_\_\_\_\_

x Telephone \_\_\_\_\_

x Fax \_\_\_\_\_