



# APPLICATION FOR REAL ESTATE TRANSFER

Required for all Real Estate transactions that will be recorded by the Recorder of Deeds.

Section 15.1 0 of the Wheeling Municipal Code, establishing policies for the transfer of Real Estate, requires anyone who sells or transfers real estate to pay any water, sewer, garbage fees, local ordinance fines, citations and penalties related thereto in full before a transfer stamp will be issued. This also requires the Seller give the Village seven day notice before the scheduled closing to allow sufficient time to obtain a final meter reading (when required) and issue a stamp once all debts to the Village of Wheeling have been paid. **PLEASE COMPLETE THIS FORM NOT MORE THAN 10 DAYS PRIOR TO CLOSING** and either mail, fax or deliver this form to the Finance Department located at 2 COMMUNITY BLVD.

Once this application is received the Village will take the appropriate action to obtain a meter reading should one be required. The seller should contact us for any monies due to the Village. The amount due may be paid by cash, credit card, (Visa, Master or Discover Cards only) cashier's check or certified check. **PERSONAL CHECKS NOT ACCEPTED.** Once payment is made the Village will issue a Real Estate Transfer Stamp on the original deed. This stamp certifies that all amounts owing by the Seller have been paid in full to the Village.

**NOTE: If this property does not close as scheduled the Village of Wheeling must be notified by the seller or seller's agent. If the Village of Wheeling is not notified, the buyer will become responsible for any and all charges.**

**SELLER'S NAME (GRANTOR):** \_\_\_\_\_

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

**PIN NUMBER:** \_\_\_\_\_

**BUYER'S NAME (GRANTEE):** \_\_\_\_\_

**CLOSING DATE:** \_\_\_\_\_

**SELLER'S ATTORNEY/AGENT EMAIL:** \_\_\_\_\_

I REQUEST THE VILLAGE OF WHEELING OBTAIN A FINAL READING (IF REQUIRED) AT MY SERVICE ADDRESS & NOTIFY ME OF ANY & ALL AMOUNTS DUE.

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

(Seller or Seller's Representative)

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

Final Reading \$ \_\_\_\_\_ Local Ordinance Fines \$ \_\_\_\_\_ Other Charges \$ \_\_\_\_\_

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

**VILLAGE OF WHEELING**

2 COMMUNITY BLVD-WHEELING, IL 60090

CONTACT INFORMATION: PHONE: (847) 459-2607 OR FAX: (847) 459-9692

EMAIL: WATERBILLING@WHEELINGIL.GOV