



**APPLICATION FOR REAL ESTATE TRANSFER**  
**Required for all Real Estate transactions 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.

**PROCESS TO OBTAIN TRANSFER STAMP:**

1. The seller submits an application for real estate transfer by email ([waterbilling@wheelingil.gov](mailto:waterbilling@wheelingil.gov)) or regular mail seven (7) days before closing to allow sufficient time to obtain a final meter reading (when required).
2. The Village performs an electronic final reading three (3) days before closing.
3. Between two (2) days before closing and the day after closing, the seller is required to do the following:
  - a. Contact the Village for any monies due to the Village.
  - b. Supply payment (cash, credit card, cashier's check, or certified check) and bring the original deed into Village Hall to be stamped. **PERSONAL CHECKS ARE NOT ACCEPTED.** Original deeds can be mailed to the Village with a pre-paid return envelope.

Please note that if this property does not close as scheduled, the seller or seller's agent must notify the Village of Wheeling.

**Submit applications in person, by mail, or email to:**

VILLAGE OF WHEELING  
2 Community Boulevard, Wheeling, IL 60090  
PHONE: (847) 459-2607 EMAIL: [waterbilling@wheelingil.gov](mailto:waterbilling@wheelingil.gov)

**CHECK ONE:**

WARRANTY DEED       QUIT CLAIM DEED       OTHER \_\_\_\_\_

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

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

PIN NUMBER: \_\_\_\_\_ CLOSING DATE: \_\_\_\_\_

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

\*Provide contact information for the buyer. This information will go onto their Utility bill account.

BUYER'S PHONE #: \_\_\_\_\_

BUYER'S EMAIL ADDRESS: \_\_\_\_\_

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: \$ \_\_\_\_\_**