

Closing / Move-Out Date _____ (Office use only) Meter Read Date _____ (Office use only)

Current Bill Status: Senior ☐ Residential ☐ (Office use only; check one.)

TO BE COMPLETED BY SELLER/SELLER'S ATTORNEY*

Submit by email to: Realestateclosing@voislk.com; For questions, call 847.526.8767

REAL ESTATE CLOSING ☐ or TENANT MOVE-IN / OUT ☐ (Check one.)

Service Address: _____

Current Homeowner / Seller: _____ Phone #: _____

Move-Out / Closing Date: _____

Name of Buyer(s) ☐ or New Tenant(s) ☐ (Check one.) _____

Phone # of buyer(s) or tenant(s): _____

Forwarding Address for Tenant: _____

FOR REAL ESTATE CLOSING ONLY

Seller's Attorney / Contact Name: _____

Attorney Firm Name, if applicable: _____

Attorney Phone #: _____ Attorney Fax #, if applicable: _____

Attorney email: _____

Real Estate Agent / Firm Name if available: _____

Notes/Comments: _____

**For more information about requirements for sellers, visit our website, <https://villageofislandlake.com> and click on "I'm selling my house – what are the requirements?" on the News You Can Use toolbar.*

Buyers: Refer to the "Welcome, Neighbor" on the News You Can Use toolbar. [Welcome, Neighbor](#)

For Office Use Only

DATE FINAL PAYMENT RECEIVED _____ Amount: _____ Check #: _____ **

Title Company Name: _____

Notes: _____

***Attach voucher from the title company check to the form.*