

VILLAGE OF WATERMAN
APPLICATION FOR CERTIFICATE OF MUNICIPAL DEBT SATISFACTION

Village Ordinance 2022-07 requires all real estate transfers to include a certification that the seller has satisfied all debts owed to the Village of Waterman. On receipt of this application, the Village will prepare for the seller, a report detailing all outstanding debts that must be paid in order to receive a Certificate of Municipal Debt Satisfaction. Once issued, the Certificate will be valid for 30 days.

**THIS APPLICATION AND THE REQUIRED \$10.00 PROCESSING FEE MUST BE SUBMITTED TO
THE VILLAGE CLERK AT LEAST 7 BUSINESS DAYS PRIOR TO CLOSING.**

The property is (circle one)

Residential

Commercial

Seller's name: _____

Property Address: _____

Phone Number: _____

E-Mail Address: _____

Forwarding Address: _____

Closing Date: _____

Buyer's Name: _____

By signing below, I acknowledge I must satisfy all debts determined to be owed to the Village of Waterman to receive my Certificate of Municipal Debt Satisfaction and allow my transfer of deed to be recorded.

Seller's signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Utility Billing

Prior Balance: _____

Final Bill: _____

Police Fines

Ordinance Violations: _____

Other: _____

Other Fines

Total Due: _____

Approved

Denied

Paid **Cash**____ **Check**____

Abigail Penton, Village Clerk

Date Certification Issued