

VILLAGE OF BANNOCKBURN

Transfer Compliance Request Form

Staff only:

Date Received: _____

As required by the Village of Bannockburn Municipal Code (Chapter 175), Notification and Request is being provided to the Village of Bannockburn, Illinois for a request for Transfer Compliance.

1. Property Address for which compliance is requested:		
2. Name of person or entity requesting transfer compliance request:		
3. Contact information for person or entity requesting transfer compliance request:	Phone: ()	Email:
4. Name of the person or entity to which the Premises is to be transferred.		
5. Contact phone number AND email for the person or entity to which you are transferring the Premises		
6. Anticipated closing date for the Transfer:		
7. Today's Date (<u>Village must have at least 10 days prior to closing, or fee is double</u>):		

ONLINE PAYMENT:



- ☐ Did you submit the required fees?
- ☐ Did you submit the new utility account set up sheet for the new owner?
(document is attached)

Signed (person or entity applying)

Please fill out the document and then submit this request, with the FEE (\$100 fee for Residential property [unless submitted with less than 10 days till closing, then fee is \$200], OR \$0.10 per Square Foot for Commercial property to the Village of Bannockburn, located at 2275 Telegraph Road, Bannockburn IL. This application will not be routed prior to receipt of required fees. The Village's phone number is 847-945-6080 and staff email is CGable@villageofbannockburn.org should you have any questions.

Staff only:

TYPE OF PROPERTY: RESIDENTIAL OR COMMERCIAL

- ☐ SENT REQUEST TO ENGINEERING FOR THEIR ON-SITE REVIEW ON: _____
- ☐ ENGINEERING REVIEWED & SENT ON-SITE REVIEW APPROVAL/DENIAL ON: _____
- ☐ ADMINISTRATIVE COMPLIANCE REVIEW (Residential only)

Outstanding fees or charges due to the Village (water/sewer/liens): _____

Uncorrected Ordinance violations that have previously been cited: _____

Fines due from prior tickets or notices of violation: _____

Recent permit activities or any open permit for work that has not received full and final inspection and otherwise been closed: _____



VILLAGE OF BANNOCKBURN

2275 Telegraph Road, Bannockburn, IL [Phone: 847-945-6080]

UTILITY (WATER/SEWER) CUSTOMER APPLICATION FORM

I am a New Customer

I am changing the address/bill to name/etc.

[Please choose one (1) as applicable to your request.]

Billing Account Name

(First & Last Name)

Service Address

(location where utility
service is utilized)

Service Address

Telephone Number

Alternate Telephone

Number (Cell)

Service Email Address

Sign me up for Paperless billing
(please provide your email address below)

Please also sign me up for the for the Village's Newsletter so I can stay up on the happenings of the community

ARE YOU (CUSTOMER) THE: **OWNER** _____ **MANAGEMENT COMPANY** _____ **RENTER** _____

Bill to Address

[Only if it is different from service address OR if this is a change to bill to address]

Commencement Date

[Date you will/are taking over the responsibility of the payments of this bill]

**Driver's License or
Gov't Issued ID**

[You must provide a current License or ID to the Village when submitting due to our
requirement to verify identity of new customer.]

*For Commercial Accounts – provide acknowledgement on letterhead that the company acknowledges responsibility for payment of utility services.

Applicant Signature

Date signed

ID VERIFIED? _____

OFFICE USE ONLY

SERVICES IN PLACE FOR ADDRESS: WATER _____ SEWER _____

SERVICE ADDRESS SEWER DISTRICT:

___ DEERFIELD SEWER ___ NSWRD ___ LAKE COUNTY PUBLIC WORKS

ACCOUNT NUMBER:

METER READING:

DATE OF METER READING:

PROCESSED BY:
(NAME OF STAFF)

DATE PROCESSED: