WAUKEGAN
City of Progress Illinois
100 N. MLK Jr. Ave. - Waukegan, IL 60085
✆847-599-2500 - www.waukeganil.gov

APPLICATION FOR CLOSING LETTER

This application must be submitted a minimum of five (5) business days *prior to the date of* closing. Please email this document to closinggroup@waukeganil.gov with the address in the subject line or mail to: City Collector, 100 N Martin Luther King Jr. Ave, Waukegan, IL 60085. $100.00 fee will be included on your closing letter for this application and due at closing. This closing letter may be ordered by the seller, buyer, and/or agent.

This application will NOT be accepted unless completed in full, including Buyer's information.

FOR OFFICE USE ONLY

Date Received

Zoning Classification

Ward #

Inspection Date

Date Mailed/Picked Up

Notes

PLEASE PRINT

Waukegan Property Address:

Zip Code: ◯ 60085 ◯ 60087 ◯ 60083 ◯ 60048 ◯ 60099 ◯ Other

Property Index Number (PIN)(can be found on tax bill): - - -

Lot size (*can be found on plat of survey*): Length: x Width: = Area: sf.

Property type: ◯ single-family (house) ◯ condominium ◯ commercial
◯ two-family (duplex or two-flat) ◯ townhouse ◯ industrial

How many residential units are part of this property?

Are any of the bedrooms located below grade? ◯ YES ◯ NO

Is the property vacant? ◯ YES ◯ NO If "yes", since when?

Is the property a foreclosure? ◯ YES ◯ NO

Is this a HUD property? ◯ YES ◯ NO

Applicant Name:

Seller Name:

Seller's Forwarding Address:

Telephone: email:

DATE OF CLOSING:

Buyer Name(s):

Buyer's Address: City: St: Zip:

Buyer's Telephone:

Driver's License #:
(OR Matricula, Passport, State ID#, Fed Tax ID - APPLICATION WILL NOT BE ACCEPTED WITHOUT #. IT IS REQUIRED TO TRANSFER WATER SERVICE TO NEW BUYER)

Buyer's email address:

Property will be used for (please check one): ◯ primary residence ◯ rental ◯ resale ◯ other

By signing below, I agree to disclose all documents provided by the City of Waukegan to the buyer at the time of closing.

Seller/Representative signature _____ Date

5 DAYS REQUIRED FOR PROCESSING

APPLICATION MUST BE COMPLETED IN FULL TO PROCESS YOUR APPLICATION

QUESTIONS CALL 847-599-2505

An additional $50.00 will apply after expiration date of Closing Letters.