

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

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**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 Pool, Village Clerk**

\_\_\_\_\_  
**Date Certification Issued**