

Town of Cortland

**59 S. Somonauk Rd.
P.O. Box 519
Cortland, IL 60112-0519
815/756-9041
Facsimile 815/756-4583
cortlandil.org**

Police Department:
Non-Emergency 815/756-2558
Facsimile 815/787-2015

Water/Wastewater:
Office 815/756-9684
Emergencies 815/756-1910
Facsimile 815/756-1543

Administration:
Town Hall Office 815/756-9041
Town Clerk's Office 815/756-3030
Facsimile 815/756-4583

Operations & Maintenance:
Town Garage 815/756-6469

MEMORANDUM

DATE: July 27, 2006

TO: DeKalb Area Association of Realtors

FROM: Susan Dockus, Treasurer

We have recently had some properties change hands in Cortland without any notification to us for utility billing purposes. Both sellers and buyers have told us "we were told that would be taken care of at the closing." Since the realtors talk with a majority of buyers and sellers, it would be very helpful to us if you could ask the realtors, through your newsletter, to contact us prior to closing. Something like this:

Special Request from the Town of Cortland: Realtors, please let your customers who are selling or buying in Cortland know that they need to contact the Utility Billing Office at the Town of Cortland (756-9684) prior to closing to request a final sewer/water bill and provide forwarding information or set up a new sewer/water account. We need to get the word out to both buyers and sellers that this notification is **not** "taken care of at closing." The Town of Cortland Admin Office (756-9041) also has a contact list that could be faxed to you when you have a listing in Cortland; if you are interested in using this contact information with your customers, please call the Town Hall Office occasionally (e.g. every three months or so) for an updated list. Thank you! from Town of Cortland Treasurer Susan Dockus.

I'll include our short list of contact information for new owners (mentioned in the request), which we would be pleased to have you share with your realtors. We also have Welcome Booklets and other information we like to provide to realtors and new owners who stop by the Town Hall Office.

Please call me if you need additional information. Thanks for your help!