

PRE-CLOSING Clearance Services



Additional Services for ATG Agents and Homeowners Cook and Collar County Transactions

Request Services:
clearance@atgf.com or
708.505.6715

➔ **FLAT FEE \$300:** One fee for multiple services on a file, plus pass-through costs from servicers/municipalities/HOAs and all amounts due or owed to these entities.

➔ **INDIVIDUAL FEES:** See Amounts below. Fees added to Settlement Statement under *Title Charges*.

Clearance Items	Services ATG Provides	How ATG Handles Payment
Homeowners Association (HOA) Documents and Paid Assessment Letters (PALs)	Orders HOA docs for closing: <ul style="list-style-type: none"> - Rules and Regulations - Decs and Bylaws, 22.1 Disclosure - Paid Assessment Letter 	Contacts ATG agent (if HOA requires advance fee) to arrange payment directly by attorney or passed along to seller. Adds any needed reimbursements to Settlement Statement. ➔ Individual Fee: \$75 fee plus cost of HOA docs/dues owed.
Sanitary District Letters	Orders final bills from Sanitary Districts.	Adds final amount to Settlement Statement under <i>Additional Charges</i> to be paid at closing. ➔ Individual Fee: \$25 service fee plus final balances owed or due.
Surveys	Contacts surveyor to prepare a Plat of Survey, arranges for digital copy to be emailed to attorney and original to be provided at closing—or sent via USPS.	Adds Survey Fee made payable to Surveyor to Settlement Statement under <i>Additional Charges</i> to be paid at closing. ➔ Individual Fee: \$100 service fee plus cost of survey.
Transfer Stamps	Purchases transfer stamps for specific cities and villages. For current list: clearance@atgf.com.	Adds transfer tax amount to Settlement Statement under <i>Recording Fees</i> to be paid at closing. ➔ Individual Fee: \$100 service fee (except Aurora) plus transfer tax amount which varies by municipality and final bill amounts due.
Water and Zoning Certifications City of Chicago transactions	Orders and provides water and zoning certifications in time for closing.	Adds applicable fees to Settlement Statement under <i>Title Charges</i> and <i>Additional Charges</i> to be paid at closing. ADDITIONAL FEES: ➔ Water Certification Fee: \$150 service fee plus city filling fees, certification fees, and balances due. ➔ Zoning Certification Fee: \$100 service fee plus city filling fees.

Attorneys' Title Guaranty Fund, Inc.
800.252.0402

www.atgf.com
atginfo@atgf.com

Offices throughout the Chicago area,
Metro East and Champaign, Illinois, and Waukesha, Wisconsin.

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