



Village of Elburn  
301 E. North Street Elburn, IL 60119  
Phone: 630-365-5060 Fax: 630-365-5063  
[www.elburn.il.us](http://www.elburn.il.us)

**REQUEST TO ESTABLISH ESCROW**

Tell us about you:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_

Are you: A Resident / A Contractor / A Realtor / A Business Owner / An Attorney

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Please describe which property you wish to discuss:

Address of Property: \_\_\_\_\_

**OR**

Describe Location of Property: \_\_\_\_\_

Acreage of Property: \_\_\_\_\_

Property Identification Numbers (if known): \_\_\_\_\_

Please describe the proposed project:

Project Type: Retail / Industrial / Office / Utility / Residential

Intended Use of Property: \_\_\_\_\_

Narrative: \_\_\_\_\_

\_\_\_\_\_

Engineering Services

Julie Morrison, P.E.  
Engineering Enterprises, Inc.  
52 Wheeler Road  
Sugar Grove, IL 60554  
(630) 466-6700  
jmorrison@eeiweb.com

Legal Services

Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.  
8 S. Main Street, Unit C  
Elburn, IL 60119  
(630) 365-6441  
Ottosenlaw.com

Finance Department:

Katie Kitz, Bookkeeper  
Village of Elburn  
301 E. North Street  
Elburn, IL 60119  
(630) 365-5060  
[kkitz@elburn.il.us](mailto:kkitz@elburn.il.us)

Procedure:

After the developer establishes an escrow account with the Finance Department, the Administrator may authorize the consultants to work on the subject project. The Finance Department forwards bills to the developer monthly to replenish the required escrow balance. The required escrow deposit is not a ceiling to the cost of the project, and does not include other fees that may apply. Failure to maintain the required escrow balance will result in a doubling of the required escrow balance. At the close of the project, the developer submits a written request to receive any remaining balances. No interest is paid to the developer on the required deposit or payments.

Sign: \_\_\_\_\_

OFFICE USE ONLY

Project Code: \_\_\_\_\_

Required Balance to Maintain: \$2,000      Date of Deposit: \_\_\_\_\_

Village Admin. Sign-off: \_\_\_\_\_

Assigned to: \_\_\_\_\_