



May 1, 2000

INSTRUCTIONS FOR COMPLETING CLOSEOUT DOCUMENTS

1. RELEASE OF LIEN

To be completed and executed by **Contractor** showing the **total dollar amount** of the cost of the project (i.e. \$19,440.31).

2. BILL OF SALE

Page 1 Developer to complete and execute

Page 2 **“Schedule to Bill of Sale”** - Contractor is to furnish list of materials furnished and installed (pipe size, length, number of manholes, fittings, etc.) to Developer. Developer is to submit executed Bill of Sale with Money Order, Cashier Check or Certified check payable to the Clerk of the Circuit Court in the amount of \$10.50.

NOTE: If legal description of property does not fit on the first page of Bill of Sale, attach “Legal Description” as a third page with additional fee of \$4.50. In other words, check payable to Clerk of the Circuit Court will be \$15.00 (\$4.50 each additional page after 2 pages.)

3. WARRANTY (DEVELOPER)

To be completed and executed by Developer. Warranty is to be for a period of one year from date of acceptance by Utility. **DO NOT INSERT DATE UNLESS A FINAL HAS BEEN ISSUED BY THE UTILITY.**

4. ENGINEERS CERTIFICATION

DERM / DER FORM

Three (3) originals of “Domestic Wastewater Collection / Transmission Systems Certification of Completion of Construction” form (Engineers Certification) are to be completed, executed and submitted to the Utility by the Engineer of Record. Utility will furnish copy of Pressure & Leakage Test results to Engineer of Record.