

**ORDINANCE NO. 2008-18**

**An Ordinance Relating to Statement of Real Property Status**

The Common Council of the City of Cedarburg, Wisconsin, hereby ordains as follows:

SECTION 1. Section 3-1-13 of the Municipal Code of the City of Cedarburg is hereby amended as follows:

**SEC. 3-1-13 STATEMENT OF REAL PROPERTY STATUS.**

- (a) The City ~~Clerk~~ Assessor is authorized to prepare a Statement of Real Property Status form to be used to provide information often requested for transfers of real property such as the amount of outstanding special assessments, deferred assessments, changes in assessments, amount of taxes, outstanding water, electric and sewer bills, current water, electric and sewer bills, contemplated improvements, floodplain status, ~~violations of the building and health codes~~ and similar information. Any such information sought shall be provided to the person on said form. The City ~~Clerk~~ Assessor shall collect a fee of Thirty-five Dollars (\$35.00). For RUSH letters (letters needed within 24 hours), a fee of Fifty-five Dollars (\$55.00) shall be charged for furnishing such information on said forms. All requests shall be in writing.
- (b) All requests for possible contemplated assessments must be submitted in writing and will be charged a fee of \$20.00.
- ~~(b)~~(c) If mailing is necessary, the requester shall provide the City ~~Clerk~~ Assessor with a self addressed stamped envelope or the appropriate amount of postage and a fee of fifty cents (50¢) for preparing the requested copies for mailing.

SECTION 2. This ordinance shall take effect upon its passage and publication as provided by law.

Passed and adopted this 13<sup>th</sup> day of October 2008.

\_\_\_\_\_  
Steven H. Glamm, Acting Mayor

Countersigned:

\_\_\_\_\_  
Constance K. McHugh, City Clerk

Approved as to form:

\_\_\_\_\_  
Kaye K. Vance, City Attorney