

# General Procedures Governing Utility Service

City of Rock Falls, Illinois

Approved/June 28, 2013

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## Section XIII. - Residential Homeowner, Commercial & Industrial Property Liens

### A. In General

When a delinquent account has reached 60 days from the last billing date and no attempt of payment has been made by the delinquent customer, the RFU will place a lien upon the real estate for which the service is supplied.

#### 1. Utility Charges Included in Lien

The lien may include all utility usage charges, taxes, capital improvement, debt, work order charges, equipment and penalties incurred.

#### 2. Administrative Fee

All liens shall include an administrative fee of \$180.00 dollars to provide reimbursement of expenses incurred by the RFU as follows:

- Personnel Wages (RFU and City Clerk personnel) \$100.00
- Filing Fees paid to the Whiteside County Recorder for Lien Filing \$68.00
- Postage and Office Supplies \$12.00

### B. Lien Procedure

1. Notification to Owner of Record - The RFU will send the owner or owners of record of the real estate as referenced by the taxpayer's identification number which will include the following:
  - a. A copy of each delinquency notice sent to the person who is delinquent in paying the charges or another notice which is sufficient to inform the owner or owners of record that the charges have become delinquent.
  - b. A notice that unpaid charges may create a lien on the real estate under Public Act 87-1197 of the Illinois Compiled Statutes.
2. Notification to City Clerk - The RFU will provide to the City Clerk the total dollar amount of the lien and copies of all notices sent to the owner of record and request that a lien be placed against the real estate serviced. The City Administrator and the Superintendents of Electric, Water and Sewer shall also receive notice via email that the request for lien was delivered to the City Clerk.
3. Notice of Lien to Owner of Record – Upon the filing of the lien, the City Clerk shall send a copy of the notice of the lien to the owner or owners of record of the real estate.
4. Continuing Capital Improvement and Debt Charges - After a lien has been placed against a customer's real estate, and the water and sewer service of a home is still connected to the supply system of the RFU, the capital improvement and debt charges will continue to be incurred monthly. A bill shall be generated each month and be sent to the owner of record. Each 180 day period of delinquent

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## RECORDING FEE INCREASE effective July 1, 2023

Beginning July 1, 2023, all documents received for recording are subject to the following Rental Housing Support Program: RHSP (55 ILCS 5/3-5018) & Predictable Fee (Ord No 03-2023-5) increases.

Standard Document:	\$68.00
Non-Standard Document	\$89.00
Plats	\$108.00

This \$10 increase will affect “real estate-related documents”. “Real estate-related document” means any recorded document that affects an interest in real property excluding documents which solely affect or relate to an easement for water, sewer, electricity, gas, telephone or other public service. (310 ILCS 105/7)