

GLENWOOD

LiveInGlenwood.com

3431 Seminary Road
Alton, Illinois 62002
(618) 401-2209

Moving into Glenwood

Welcome to the most beautiful mobile home community in the St. Louis area. Here is the procedure for moving into Glenwood, subject to change. Glenwood is located in the city of Alton, in Madison County Illinois.

1. City of Alton Occupancy Permit

Some utilities require your Occupancy Permit Number before they will provide service to your home. The seller must provide you with this number. To obtain this, the seller must go to the address below, pay a small fee and schedule an occupancy inspection. Seller must also provide the buyer's full name, date of birth and driver's license number. At the inspection, the seller must be present and the inspector will check to see that there is a working carbon monoxide detector in the hall between the bedrooms (in homes with gas heating), a smoke detector in each bedroom, GFCI outlets in wet areas (including laundry) and outside. Inspection is good for 120 days.

Alton Building & Zoning
101 E 3rd St
Alton, IL 62002
(618) 463-3533
www.cityofaltonil.com

2. Madison County Privilege Tax

Take the signed mobile home title to the Madison County Treasurer's Office, pay any Madison County taxes due and obtain a stamped "Mobile Home Tax Certification". This certifies that the taxes are paid to date and lists the names and addresses of the seller and buyer. Take this form and the title to the DMV.

Madison County Treasurer:
157 N Main St, Suite 125, Edwardsville, IL 62025
(618) 692-6260
www.madcotreasurer.org.

3. Illinois Department of Motor Vehicles (DMV)

Take the "Mobile Home Tax Certification" (from step 2) and the signed title to the DMV. Purchasing a mobile home is legally like purchasing a car. The seller will give you a signed title which you will take to an Illinois DMV office to have it put into your name. Illinois will mail you the new title. There is no sales tax on used homes.

20 Terminal Dr #103 (this is one of many Illinois DMV offices)
East Alton, IL 62024
(618) 258-0600

4. Trash

To set up and pay for trash, go to the address below. Most residents sign up for autopay to avoid mailing a check each month. Bills may also be paid online at the Alton website. Monthly bills are mailed to the Glenwood manager every other month and then distributed to each resident. **Trash bills are billed several months in arrears by Alton and any unpaid trash bill from a previous owner must be paid by the new owner.** Trash pickup is on Wednesday, recycling is every other week. Yard waste can be placed in trash cans marked with a red X. Trash increases occur in October.

Alton Comptroller
101 E 3rd St
Alton, IL 62002
(618) 463-3550
www.cityofaltonil.com

5. Water/Sewer

To get your water turned on, call:

Illinois-American Water
1-800-422-2782
www.amwater.com/ilaw

6. Electric / Gas

To order electric or gas service, call:

Ameren Illinois
1-800-755-5000
www.ameren.com/illinois

7. Phone / Cable TV / Satellite

Area providers include Charter, Dish and AT&T.

8. Assessment

Illinois state law requires each mobile home to be registered. They will calculate your annual Madison County Privilege Tax bill, based on the total square feet of your home. It is typically less than \$150 a year. These taxes must be paid before you sell your home. Please contact:

Alton Township Assessor
102 East Broadway
Alton, IL. 62002
(618) 462-0671

9. Heat Tape

Be sure your heat tape around your water line is plugged in and working in the winter or your water line may freeze.