

City of Lake Forest
COVID 19 Plan - Finance Department
Updated: July 17, 2020

Effective June 3, 2020, the Municipal Services facility reopened to the public. The Finance Department will be working an alternating schedule in City offices with many employees continuing to work some days remotely.

For everyone's safety, payments by mail or online are strongly encouraged. Payments may also be placed in the drop box at the main entrance of the Municipal Services facility at 800 North Field Drive.

Following is a summary of the operations of the City of Lake Forest Finance Department at the current time. Please check back again for updates as this is a developing situation.

Utility Billing

- Effective March 16, the City suspended penalties and shut off procedures for utility billing accounts.
- The City will resume penalties and shut off procedures effective **Monday, September 21**. Notices will be issued to all customers with past due charges in August with 30 days to bring accounts current before penalties are applied.

Real Estate Transfer Tax

- Please be advised that a Real Estate Transfer Tax stamp is needed to file a deed with the County, but is not specifically required to close.
- The City continues to process Real Estate Transfer Tax using Modified and Temporary procedures. Please see separate document at www.cityoflakeforest.com

Vehicle Stickers and Animal Licenses

- The 2020 due date for purchase of vehicle stickers and animal licenses was extended to June 15.
- Late payment penalties are waived until September 1. Please purchase your 2020 vehicle stickers and animal licenses by August 31 to avoid late payment penalties.

We apologize for any inconvenience and appreciate your understanding as State guidelines allow for the phased reopening of City facilities. Please watch for updates on the City's web site www.cityoflakeforest.com.