

Certificate #  
Date

City of Chicago Department of Revenue  
333 South State Street—Suite LL10  
(312) 747-9703  
Monday—Friday 8:30 A.M.—4:30 P.M.

\*APPLICATION REQUIRES TEN (10) BUSINESS DAYS TO PROCESS\*

BOOK PAGE MC#(S)

EXPECTED CLOSING DATE:

FEE IS \$50.00 PER APPLICATION/SEPARATE APPLICATIONS ARE REQUIRED FOR EACH PROPERTY TO BE TRANSFERRED.

APPLICATIONS MUST BE COMPLETELY FILLED OUT.

PERSONAL OR COMPANY CHECKS WILL NOT BE ACCEPTED. PAYMENT MUST BE MADE BY CASHIERS CHECK,

CERTIFIED CHECK, MONEY ORDER, CASH OR CREDIT CARD (VISA/MASTERCARD/DISCOVER/AMEX/DINERS).

**PREMISES INFORMATION**

PREMISES ADDRESS(ES):

PROPERTY INDEX # (S):

WATER ACCOUNT # (S):

**CHECK APPLICABLE**

SINGLE FAMILY RES.  MIXED USE  NEW CONST.

TOWNHOUSE  (COMMERCIAL/RESIDENTIAL) (Describe)

CONDO OR CO-OP  CONDO CONVERSION  REFINANCE ONLY

ASSOC. LTR.  VACANT LOT  OTHER

APT. BUILDING  COMMERCIAL  INDUSTRIAL

# OF UNITS (Describe)

**TO SCHEDULE A METER READING**

CONTACT PERSON DAYTIME PHONE:

WE MUST BE ABLE TO REACH THIS PERSON BETWEEN 7:00 A.M. AND 3:30 P.M.

IF WE MUST RE-SCHEDULE A FINAL READING PLEASE ALLOW ANOTHER 10 DAYS

**FINAL BILL**

FINAL BILL IS \$ IF PAID ON BASED ON

A FINAL METER READING TAKEN ON

A NON-METERED TERM ENDING ON

AN FPC FEE ONLY/REASON

CLOSING BASED ON A FINAL METER READING MUST OCCUR WITHIN 60 DAYS OF EITHER

A) THE FINAL READING DATE, OR B) THE AUTHORIZATION DATE, WHICHEVER DATE IS EARLIER.

- CLOSING BASED ON A NON-METERED TERM MUST OCCUR WITHIN 60 DAYS OF AUTHORIZATION DATE

- ATTORNEYS ARE RESPONSIBLE FOR PROTECTING FROM APPLICABLE DATE ABOVE TO DATE OF CLOSING.

- ANY WATER, SEWER, PENALTY OR OTHER CHARGE THAT ACCRUES TO THE ACCOUNT AFTER THE AUTHORIZATION DATE WILL BE AUTOMATICALLY TRANSFERRED TO BUYER IF NOT PAID AT CLOSING.

**THIS CERTIFICATION**

AUTHORIZED BY: DATE:

**AUTHORIZATION**

NAME OF PREPARER:

NAME: ADDRESS: STATE/ZIP:

COMPANY NAME: OTHER/DESCRIBE:  INDIVIDUAL  LAW FIRM  TITLE CO.  SERVICE CO.

APPLICATION NOT VALID UNLESS PROCESSED BY THE CHICAGO DEPARTMENT OF WATER MANAGEMENT

STATE/ZIP: PHONE:

**PREPARER INFORMATION**

6.

NAME: ADDRESS: STATE/ZIP:

SELLER'S ATTORNEY NAME: PHONE:

STATE/ZIP: PHONE:

NEW ADDRESS: STATE/ZIP: PHONE:

PRESENT ADDRESS: STATE/ZIP: PHONE:

NAME: BUYER REQUESTS NEW BILLING BE MAILED TO:

5.

NAME: PHONE:

**BUYER'S ATTORNEY**

**SELLER INFORMATION**

NAME: ADDRESS: STATE/ZIP:

PRESENT ADDRESS: STATE/ZIP: PHONE:

NEW ADDRESS: STATE/ZIP: PHONE:

IN ORDER TO AVOID ESTABLISHING MULTIPLE ACCOUNTS, PLEASE LIST THE

HAS ONE OR MORE ACCOUNTS WITH THIS DEPARTMENT, PLEASE LIST THE

ACCOUNT NUMBERS) OR SERVICE ADDRESS(ES) BELOW.

4.

NAME: LAST FOUR DIGITS OF BUYER'S SOCIAL SECURITY NO. OR TAX ID NO.

PRESENT ADDRESS: STATE/ZIP: PHONE:

BUYER REQUESTS NEW BILLING BE MAILED TO:

ADDRESS: STATE/ZIP: PHONE:

**BUYER INFORMATION**

NAME: ADDRESS: STATE/ZIP:

PRESENT ADDRESS: STATE/ZIP: PHONE:

NEW ADDRESS: STATE/ZIP: PHONE:

IF NO FORMAL ASSOCIATION EXISTS OR IF EACH UNIT IS BILLED SEPARATELY,

THEN EACH UNIT WILL BE TREATED AS AND SUBJECT TO THE SAME PROCEDURES

AS A SINGLE FAMILY RESIDENCE.

BEFORE AN FPC WILL BE ISSUED:

- YOU MUST HAVE ALL NECESSARY PLUMBING PERMITS.

- METER(S) MUST BE SET BY A LICENSED, BONDED PLUMBING CONTRACTOR.

- METER(S) MUST BE CONTROLLED BY METER SHOP.

- TO MAKE NECESSARY ARRANGEMENTS CALL (312) 747-2862.

- A PROPERTY THAT IS "IN THE HANDS OF THE DEVELOPER" IS NOT TREATED AS A

CONDO UNTIL 75% OF THE UNITS HAVE BEEN SOLD. A READING IS REQUIRED

UNLESS THE METER HAS BEEN READ IN THE LAST (60) SIXTY DAYS.

Final Readings Are Required For:

- Properties with Remote Meter Readouts

- All Meters not read in the last (60) sixty days

Legal Descriptions Are Required For:

- Commercial Property - Corner Buildings

- Mixed Use Property - Condominium Conversions

or more than (1) one address.

Buildings with (6) six apartments or more.

Plats Of Survey Are Required For:

- New Construction - Vacant Land

- Industrial Property - Railroad Property

Condominiums, Townhouses and Co-ops

- If a formal Homeowners Association exists and all unit owners pay

their water bill through the Association, then

A) If the Association's account reflects no past due balance, an FPC

will be issued without additional documentation.

B) If the Association's account reflects a past due balance, a formal

"Paid Assessment Letter" is required.

To obtain the Association's account balance please call (312) 744-4426.

Once connected, select the "Billing and Payment" option and enter

the Association's twelve digit account number.

- If no formal Association exists or if each unit is billed separately,

then each unit will be treated as and subject to the same procedures

as a single family residence.

Before an FPC will be issued:

- You must have all necessary plumbing permits.

- Meter(s) must be set by a licensed, bonded plumbing contractor.

- Meter(s) must be controlled by Meter Shop.

- TO MAKE NECESSARY ARRANGEMENTS CALL (312) 747-2862.

- A PROPERTY THAT IS "IN THE HANDS OF THE DEVELOPER" IS NOT TREATED AS A

CONDO UNTIL 75% OF THE UNITS HAVE BEEN SOLD. A READING IS REQUIRED

UNLESS THE METER HAS BEEN READ IN THE LAST (60) SIXTY DAYS.

Special Full Payment Certifications

Foreclosures, Tax Decds, HUD or VA properties Receiverships,

Bankruptcies, Lien Releases and Payoff Letter requests must be

directed to: Legal Services—PH: (312) 747-8051 FAX (312) 747-6894

**FPC BY FAX**

FAX ALL FPC APPLICATIONS TO: (312) 747-8321

When faxing an application for FPC, you must include all necessary

documentation as specified above. All applications must be completely

filled out. When faxing a legal description an address must be written

on the legal. Do not fax the Tax Declaration form. All faxed applica-

tions are to be picked up at The Department of Revenue, City Hall

Room 107. Allow (10) ten business days to process.