

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:

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

- Properties with more than (1) one P.L.N. Number
- 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.

New Construction, Rehabs and Condo Conversions

Before an FPC will be issued:

- You must have all necessary plumbing permits.

- Meters must be set by a licensed, bonded plumbing contractor.

- Meters 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 applications are to be picked up at The Department of Revenue, City Hall Room 107. Allow (10) ten business days to process.

1. 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

APT. BUILDING

COMMERCIAL

VACANT LOT

OF UNITS

INDUSTRIAL

(Describe)

2. CONTACT PERSON

NAME:

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

3. FINAL BILL IS \$

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

AUTHORIZATION

AUTHORIZED BY: _____

DATE: _____

PREMISES INFORMATION

4.

BUYER INFORMATION

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: _____

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.

BUYER'S ATTORNEY

NAME:

PHONE: _____

SELLER INFORMATION

5.

PRESENT ADDRESS:

STATE/ZIP: _____ PHONE: _____

NEW ADDRESS:

STATE/ZIP: _____ PHONE: _____

SELLER'S ATTORNEY

NAME:

PHONE: _____

PREPARER INFORMATION

6.

NAME OF PREPARER:

INDIVIDUAL LAW FIRM TITLE CO. SERVICE CO.

OTHER/DESCRIBE: _____

COMPANY NAME: _____

ADDRESS:

STATE/ZIP: _____ PHONE: _____

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