

**FULL PAYMENT CERTIFICATE APPLICATION**

City of Chicago Department of Finance  
 333 South State Street- Suite 330  
 Phone: (312) 744-4426  
 Monday-Friday 8:30 AM – 4:30 PM

CERTIFICATE #:	DATE:	A.K.A
BOOK	Page	MC#(s)

APPLICATIONS ARE REQUIRED FOR ALL TRANSFERS OF PROPERTY. SEPARATE APPLICATIONS ARE REQUIRED FOR EACH PROPERTY TO BE TRANSFERRED.  
 FPC Fee \$50 per account. The FPC fee is waived if the subject property is exempt from the City of Chicago Real Property Transfer Tax. APPLICATION # \_\_\_\_\_ OF \_\_\_\_\_ (Qty)

**1. PREMISES INFORMATION**

PREMISES ADDRESS(ES): \_\_\_\_\_  
 PROPERTY INDEX # (S): \_\_\_\_\_ WATER ACCOUNT # (S): \_\_\_\_\_

CHECK ALL APPLICABLE:  SINGLE FAMILY HOME  CONDO/TOWNHOUSE/CO-OP (INDIVIDUALLY BILLED)  CONDO/TOWNHOUSE/CO-OP (ASSOCIATION BILLED)  CONDO CONVERSION  
 APT BLDG < 6 UNITS # of units \_\_\_\_  APT BLDG ≥ 6 UNITS # of units \_\_\_\_  MIXED USE  COMMERCIAL  INDUSTRIAL  NEW CONSTRUCTION  RAILROAD  REFINANCE ONLY  
 VACANT LOT  CORNER PROPERTY  MULTIPLE PINs  FORECLOSURE  TAX SALE  RECEIVERSHIP  TRANSFER TAX EXEMPT Exemption # \_\_\_\_\_  
 OTHER Describe \_\_\_\_\_

**2. SUPPORTING DOCUMENTATION REQUIRED**

(CHECK TO CONFIRM THE ATTACHMENT OF SUPPORTING DOCUMENTS REQUIRED FOR PROCESSING.)

DOCUMENT	REQUIRED FOR
<input type="checkbox"/> LEGAL DESCRIPTION	- COMMERCIAL, MIXED USE, CORNER PROPERTY, CONDO CONVERSION, MULTIPLE PINs, APT BLDG ≥ 6 UNITS
<input type="checkbox"/> PLAT OF SURVEY	- NEW CONSTRUCTION, INDUSTRIAL, VACANT LAND, RAILROAD, OTHER
<input type="checkbox"/> COURT ORDER/DEED	- FORECLOSURE, TAX SALE, RECEIVERSHIP

**3. SCHEDULED METER READING**

SUPPLY INFORMATION FOR A LOCAL CONTACT PERSON WHO IS ABLE TO PROVIDE ACCESS TO THE PROPERTY FROM 7 AM - 3:30 PM, MON - FRI.

NAME: \_\_\_\_\_  
 PHONE: \_\_\_\_\_

**4. BUYER INFORMATION**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**BUYER REQUESTS FUTURE BILL BE MAILED TO:**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**5. SELLER INFORMATION**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**6. PREPARER INFORMATION**

NAME/COMPANY: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE (CIRCLE ONE) SELLER/BUYER/ATTORNEY/AGENT \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Water Acct#: _____	Water Charge \$ _____	FPC Charge \$: _____
	Water Acct#: _____	Water Charge \$ _____	FPC Charge \$: _____
	Water Acct#: _____	Water Charge \$ _____	FPC Charge \$: _____
	Based Upon <input type="checkbox"/> FINAL METER READING TAKEN ___/___/___	<input type="checkbox"/> NON-METERED ___/___/___	

1. CLOSING BASED UPON A FINAL METER READING MUST OCCUR WITHIN 60 DAYS OF EITHER: (A) THE FINAL READING DATE, OR (B) THE AUTHORIZATION DATE, WHICHEVER IS EARLIER  
 2. CLOSING BASED UPON A NON-METERED TERM MUST OCCUR WITHIN 60 DAYS OF THE AUTHORIZATION DATE  
 3. ATTORNEYS ARE RESPONSIBLE FOR PRORATING FROM THE DATE ABOVE TO THE DATE OF CLOSING. CHARGES THAT ACCRUE AFTER THIS DATE WILL BE TRANSFERRED TO THE BUYER.

CERTIFICATION AUTHORIZED BY: \_\_\_\_\_ AUTHORIZATION DATE: \_\_\_/\_\_\_/\_\_\_ FPC COMPLETION DATE: \_\_\_/\_\_\_/\_\_\_

**ACKNOWLEDGMENT** - Applicant, as named above, requests that the City of Chicago update its billing records to reflect the transfer or pending of the premises that is the subject of this Application. Applicant agrees to pay the amount for water service listed above plus \$50.00 processing fee. If new service charges accrue to the account prior to transfer of ownership of the subject property, the Department of Finance reserves the right to recalculate the balance owed. Under penalties provided by law pursuant to Section 1-109 of the Code of Civil Procedure, Applicant certifies that the statements set forth in this document are true and correct. Applicant acknowledges that persons who make material false statements may be fined not less than \$500, nor more than \$1,000, plus three times the City's damages, litigation costs, collection costs, and attorney's fees pursuant to Section 1-21-010 of the Municipal Code of Chicago.

Applicant, affirms that he, she or it acquired the property listed above pursuant to a judicial deed subsequent to a judicial foreclosure action. The Full Payment Certificate that transfers the above listed premises due to a Judicial Deed to the above named Grantee will reflect zero balance as of the execution date shown on the Judicial Deed. This Full Payment Certificate does not relieve the above listed Grantee of any service charges that have accrued or will accrue after the execution date of Judicial Deed.

This full payment certificate applies only to the water account specifically listed in this box.

\_\_\_\_\_ Initial here if property acquire pursuant to judicial deed

IMPORTANT INFORMATION AND INSTRUCTIONS FOR COMPLETING THIS APPLICATION ARE PROVIDED ON THE BACK OF THIS FORM.

White - Cashier's Copy Yellow - Customer's Copy Pink - Audit Units Copy Gold - Data Processing's Copy

# INFORMATION AND INSTRUCTIONS FOR COMPLETING THE FULL PAYMENT CERTIFICATE

## 1. PREMISES INFORMATION

Premises Addresses(s): List address(es) of property. For Condominium or Townhouse, include the precise unit number.

Property Index Number(s): Provide all the P.I.N.s that are identified with the property address(es) listed. P.I.N.s may be obtained from the property tax bill or the Cook County Assessor.

Water Account Number(s): Provide the City of Chicago Water Account numbers for the property address(es) listed if known.

**CHECK ALL APPLICABLE:** Check all categories which apply to the property. For example, if the property is a 5 unit Apartment Building on a corner, check both APT BLDG<6 UNITS and CORNER PROPERTY; if it is a single family dwelling for refinancing only, check SINGLE FAMILY HOME and REFINANCE ONLY; if it is a foreclosure property transaction, check FORECLOSURE and TRANSFER TAX EXEMPT, etc.

CONDO/TOWNHOUSE/CO-OP, INDIVIDUALLY BILLED: Check box and circle the property type which applies if it has its own water service (not a member of an association).

CONDO/TOWNHOUSE/CO-OP, ASSOCIATION BILLED: Check box and circle the property type which applies if a formal Homeowner's Association exists and members pay their water bill through the Association. Further: (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. The Association balance may be obtained by calling **(312) 744-4426**, selecting the "Billing and Payment" option, and entering the water account number.

TRANSFER TAX EXEMPT: Check this box if the property transfer is exempt from the CITY OF CHICAGO Real Property Transfer Tax Stamp (Municipal Code 3-33-070) **and indicate in the blank the exact code letter found on Page 2 of the Real Property Transfer Tax (RPTT) Declaration (form 7551)** which describes the appropriate category for the property exemption. Contact the Department of Finance Tax division for more information concerning exemptions. The FPC fee is waived if the subject property is exempt from the City of Chicago Real Property Transfer Tax.

## 2. SUPPORTING DOCUMENTATION

Check the document category that corresponds to the property or transaction type listed and submit the required document(s) with the application. For NEW CONSTRUCTION, REHABS AND CONDO CONVERSIONS: a) All necessary plumbing permits must be obtained; (b) the Meter(s) must be set by a licensed, bonded plumbing contractor; (c) the Meter(s) must be "controlled" by the Meter Shop – necessary arrangements may be made by calling **(312) 747-2862**. A property that is in the hands of a developer is not treated as a condo until 75% of the units have been sold.

**SPECIAL NOTE:** In addition, it is possible that after field review, properties not listed in the documentation categories may still require additional documents, such as Legal descriptions and/or Plats of Survey to be submitted in order for the application to be processed.

## 3. SCHEDULE METER READING

Provide the necessary information if the property has a metered water service and there has not been a meter reading within the last 60 days. Applications requiring a meter read should be submitted well in advance of the closing date.

Name/ Local Daytime Phone: Provide the name and local phone of a contact person who can provide access to the property so that a meter reading can be taken. This person **must be available** to provide access on the scheduled reading date **between the hours of 7 AM and 3:30 PM**.

## 4. BUYER INFORMATION

Provide the name of the buyer, current contact phone and email address. Provide name of buyer's attorney and phone number. Under **BUYER REQUESTS FUTURE BILLS BE MAILED TO**, provide the exact address to which the buyer wishes the bills to be mailed. Clearly indicate if bills are to be sent in care of (c/o) a party or entity other than the buyer.

## 5. SELLER INFORMATION

Provide the name of the seller, current address, contact phone and email address. Provide the name of the seller's attorney and contact phone.

## 6. PREPARER INFORMATION

Provide the name of the person and the company or firm they represent who is preparing the application, address, contact phone and email address.

## 7. ACKNOWLEDGEMENT

Applicant must print name, sign and indicate the relationship to the transaction (seller, buyer, preparer, attorney, etc.).

## ADDITIONAL INFORMATION:

FPC applications for Foreclosures, Tax Deeds, HUD properties, VA properties or Receiverships and requests related to Bankruptcies, Lien Releases and Payoff Letters must be directed to the FPC Legal Services unit- **PHONE: (312) 747-8051. FAX (312) 747-6894.**

## FPC APPLICATIONS BY FAX: Fax all applications to: (312) 747-8321.

Faxed-In applications must include all necessary documentation as specified on the application. When faxing a legal description, an address must be written on the legal document. Once the application is processed, it will be available for pick-up at the Department of Finance Payment Processing Counter, City Hall, Room 107. Please allow a minimum of 10 days for processing.