

FULL PAYMENT CERTIFICATE APPLICATIONCity of Chicago Department of Finance
333 South State Street- Suite 330Phone: (312) 744-4426 | Email: fpc@cityofchicago.org
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)

Failure to include all required documentation may result in delay or denial of your application

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 _____

2. SUPPORTING DOCUMENTATION REQUIRED

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

DOCUMENT LEGAL DESCRIPTION PLAT OF SURVEY PAID ASSESSMENT LETTER COURT ORDER/DEED DEED**REQUIRED FOR**

- COMMERCIAL, MIXED USE, CORNER PROPERTY, CONDO CONVERSION, MULTIPLE PINS, APT BLDG ≥ 6 UNITS

- NEW CONSTRUCTION, INDUSTRIAL, VACANT LAND, RAILROAD, OTHER

- CONDO/TOWNHOUSE/CO-OP ASSOCIATION BILLED

- FORECLOSURE, TAX SALE, RECEIVERSHIP

- ALL TRANSACTIONS

3. PROPERTY ACCESS CONTACT

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/GRANTEE INFORMATION

NAME: _____ EMAIL: _____ PHONE: _____

BUYER REQUESTS FUTURE BILL BE MAILED TO:

NAME: _____ ADDRESS: _____

5. SELLER/GRANTOR INFORMATION

NAME: _____ EMAIL: _____ PHONE: _____

6. APPLICANT INFORMATION

COMPANY NAME: _____ EMAIL: _____ PHONE: _____

PRINT APPLICANT NAME

SIGNATURE OF APPLICANT (**CIRCLE ONE**) SELLER/BUYER/ATTORNEY/AGENT

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. 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.

_____ Initial here if property acquire pursuant to judicial deed

OFFICE USE ONLY

Water Acct#: _____

Water Charge \$ _____

FPC Charge \$: _____

Water Acct#: _____

Water Charge \$ _____

FPC Charge \$: _____

Water Acct#: _____

Water Charge \$ _____

FPC Charge \$: _____

Based Upon FINAL METER READING TAKEN ____/____/____ 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: ____/____/____

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.

-ALL TRANSACTIONS: The signed, notarized, and unrecorded deed must be provided. A signed sales contract or title commitment can be submitted if the deed has not been prepared. However, the deed must be provided if the application is marked Transfer Tax Exempt.

-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. PROPERTY ACCESS CONTACT

Name/ Local Daytime Phone: Provide the name and local phone of a contact person who can provide access to the property in case the property needs to be accessed for a meter reading, confirmation of accounts, etc. 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. APPLICANT INFORMATION

Provide the name, address, contact phone and email address of the person who is submitting the application. Applicant must print name, sign and indicate the relationship to the transaction underneath the signature line (seller, buyer, preparer, or attorney). When the FPC is ready for payment and download, an email will be sent to the address provided.

FPC APPLICATIONS BY EMAIL: Email all applications to: fpc@cityofchicago.org.

Emailed applications must include all necessary documentation as specified on the application. When emailing a legal description, an address must be written on the legal document. Once the application is processed, an email will be sent to the address provided in Section Six. The email will contain a link and instructions for paying any remaining balance and downloading the certificate.