



DEPARTMENT OF FLEET AND FACILITY MANAGEMENT
CITY OF CHICAGO

RIGHT OF ENTRY REQUEST

Please submit the following information to request a right of entry (ROE) to a city-owned property:

1. Address of property requesting entry to (Name of Facility, if applicable and PIN Number, if available).
2. Name of entity requesting entry to the property (Name and Address of Principal Place of Business).
3. Reason for needing the ROE.
4. Description of the Activity that will be performed on site.
5. If City operations are taking place on the site or at the facility – list what measures will be taken to avoid interrupting those operations.
6. State whether you have spoken to any manager at the proposed site about use or entry to the site? If so list the name, title, department and phone number of the person contacted.
7. Dates and times requesting party will be on the site or facility.
8. Please provide a completed EDS – standard forms and instructions are attached.
9. Please provide a Certificate of Insurance with the following: the City of Chicago and its Officers, employees and agents are named as additional insured parties on a non-contributory basis and subrogation is waived on general liability and auto liability policies.
10. There may be \$50 per day fee assessed.

Please submit all information to 2FMRealEstate@cityofchicago.org. If you have questions, please call Stephen Stults at (312) 742-5282.