

**FULL PAYMENT CERTIFICATE APPLICATION**

City of Chicago Department of Finance  
121 North La Salle Street - Room 107  
Phone: (312) 744-4426 | Email: fpc@cityofchicago.org  
Monday-Friday 9:00 AM – 5:00 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 ☐ VACANT BUILDING ☐ CORNER PROPERTY ☐ MULTIPLE PINs ☐ FORECLOSURE ☐ TAX SALE ☐ RECEIVERSHIP ☐ TRANSFER TAX EXEMPT Exemption # \_\_\_\_\_  
☐ UBR PRE-QUALIFIED APPLICATION ID#: \_\_\_\_\_ ☐ 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: \_\_\_\_\_

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's Department of Finance update its utility billing records to reflect the transfer or pending transfer of the above 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. If the Applicant has submitted an application affirming that the Grantee acquired the property listed above pursuant to a judicial deed subsequent to a judicial foreclosure action or a tax deed subsequent to a tax sale, the Full Payment Certificate that transfers the property listed above to the Grantee will reflect zero balance as of the execution date shown on the judicial deed or tax deed. This Full Payment Certificate does not relieve the Grantee listed above of any service charges that have accrued or will accrue after the execution date of the judicial deed or tax deed. If the Applicant has submitted an application affirming that the Grantee was pre-qualified for the Utility Billing Relief (UBR) program, the Full Payment Certificate that transfers the property listed above to the Grantee will reflect zero balance and payment will not be required in order to obtain the Full Payment Certificate. The Grantee will become responsible for any outstanding charges owed, including any balance temporarily set aside under an existing UBR program year. 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 acknowledges that if he, she or it acquired the above listed premises pursuant to a judicial foreclosure, any full payment certificate issued pursuant to this application will reflect a zero balance as of the execution date shown on the judicial deed, not as of the date of this application.

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

**OFFICE USE ONLY**

Water Acct#: \_\_\_\_\_  
Water Acct#: \_\_\_\_\_  
Water Acct#: \_\_\_\_\_  
Water Acct#: \_\_\_\_\_  
Water Acct#: \_\_\_\_\_  
Water Acct#: \_\_\_\_\_

Water Charge \$ \_\_\_\_\_  
Water Charge \$ \_\_\_\_\_  
Water Charge \$ \_\_\_\_\_  
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Water Charge \$ \_\_\_\_\_

FPC Charge \$: \_\_\_\_\_  
FPC Charge \$: \_\_\_\_\_  
FPC Charge \$: \_\_\_\_\_  
FPC Charge \$: \_\_\_\_\_  
FPC 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

# 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.

-CONDOMINIUM CONVERSIONS: A property that has been developed as a building with condominium units, where units are now being sold by the developer, should have the FPCs applied for as "CONDO/TOWNHOUSE/CO-OP (INDIVIDUALLY BILLED)" until 75% of the units have been sold. Once 75% of the units have been sold, FPCs for sales of subsequent units may be applied for by checking the "CONDO/TOWNHOUSE/CO-OP (ASSOCIATION BILLED)" box, assuming an association is responsible for paying the utility bill.

-DEATH CERTIFICATE/DEED: All FPC applications where property is being transferred after all owners of record have passed away require death certificates for all owners of record and proof of the right to transfer the property. This may include a court order from a probate case, an affidavit of heirship, or other legal documentation.

-COURT ORDERED DIVORCE JUDGMENT: All FPC applications where the property is being transferred by court order during a dissolution of marriage case (divorce case) require a copy of order of the court requiring the property to be transferred. This must be an official copy signed or stamped by the court. The entire court order (all pages) must be provided and must clearly indicate who the property was ordered to be transferred to.

**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 two contact people who can provide access to the property in case the property needs to be accessed for a meter reading, confirmation of accounts, or other inspection. These people 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.