



NOTICE REGARDING WATER AND SEWER CHARGE FULL PAYMENT CERTIFICATES

The City of Chicago Municipal Code was recently amended to include the following new section:

11-12-530 Certification of Payment

Unless otherwise provided by law or rule, a full payment certificate is required in all transfers of real property whether such transfers are subject to or exempt from the real property tax pursuant to Chapter 3-33 of this Code. In order to obtain a full payment certificate, an application with a fee of \$50.00 shall be made to the comptroller. Provided, however, if the property is exempt from the real property transfer tax, the full payment certificate application fee shall not be charged. If a full payment certificate was required and such certificate was not obtained when the real property was transferred, both the transferor and the transferee will be jointly and severally liable for any outstanding water or sewer charges and penalties that have accrued to the water account.

As a result, effective January 1, 2012, all transfers of property will require a Full Payment Certificate (FPC). Included are property transfers that had previously been exempt from Full Payment Certificates because they did not require City of Chicago Real Property Transfer Tax Stamps, such as quit claim and government agency transactions, although they will still be exempt from the \$50 FPC charge. Evidence that a Full Payment Certificate was obtained must be provided when recording the deed with the Cook County Recorder of Deeds.

Updated Full Payment Certificate applications reflecting this change will be available after January 1, 2012 at 333 S. State St, Suite 330, City Hall, Room 107 or on our website at www.cityofchicago.org under the Department of Revenue Water Division. Applications must be completed in their entirety, including reliable local contact information for individuals who have access to the property and any required accompanying documentation, such as legal description and plat of survey, if applicable. **INCOMPLETE APPLICATIONS WILL NO LONGER BE ACCEPTED FOR PROCESSING.**

For further information on **Full Payment Certificates**, you may contact Water Division customer service at (312) 744-4426 or in-person at 333 S State St, Suite 330, Monday through Friday 8:30 am – 4:30 pm.

For further information on the City of Chicago **Real Property Transfer Tax**, you may contact Tax Division customer service at (312) 747-IRIS (4747) or in-person at 333 S State St, Suite LL30, Monday through Friday 8:00 am – 4:30 pm.