

## Chicago FPC Service

[www.chicagofpcservice.com/#home](http://www.chicagofpcservice.com/#home)

Accurate – Timely – Professional

Contact: [orderproperty@gmail.com](mailto:orderproperty@gmail.com)

## Brief Guide: The Chicago FPC and Infographic

### About

Let us save you time. Agents like ourselves with [Chicago FPC Service](#) are able to process multiple FPC's and are vetted in the Water Department system allowing for a quicker approval time and with higher accuracy.

A Full Payment Certificate (FPC) is issued by the Department of Finance in conjunction with the Chicago Water Department to verify that utilities are paid current before any real estate can be transferred. The City of Chicago Water Certification requires a FPC Certificate before issuing the City of Chicago transfer stamps, without the Chicago municipal transfer stamps the Cook County Recorder will not record the real estate transfer.

The FPC is required for even for exempt transfers. If the Water Certification is not obtained, “both the transferor and the transferee will be jointly and severally liable for any outstanding utility charges, penalties, and applicable fees that have accrued to the account.”

### How Chicago FPC Service works in 3 simple steps

1. Order and Upload Submit your order form through the website homepage.  
Upload your qualifying document, this could be: Title Commitment, Unrecorded Deed, Court Judgment.
2. Ready Status Client information is entered and we work to get account into Ready Status.  
Water meter balance sent to client. The FPCs are valid for about 60 days from the “Ready Status” date. If your FPC expires, you must resubmit a new application.  
  
**\*\* Estimate up to two weeks needed to obtaining FPC into Ready Status, please place orders promptly. The Water Department may require additional supporting documentation \*\***
3. Certified FPC Water payment link sent to client. Any balance owed, will be paid online to the City of Chicago. Certified FPC will then be downloaded from the dashboard and emailed to client as a PDF document.

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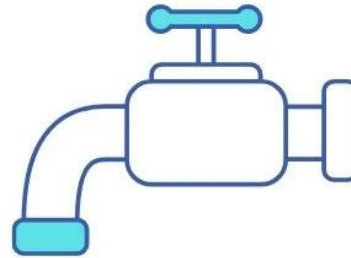
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### 1. COMPLETE OUR EASY TO FILL IN ORDER FORM.

Place order through our website order form, found at [chicagofpcservice.com](http://chicagofpcservice.com).

To ensure there are no delays with the Water Department, please order ahead 10 business days before your intended closing date.



### 2. UPLOAD YOUR SUPPORTING DOCUMENTS

We'll need you to submit proof of ownership change in order for us to process your order. Please upload one of the following documents: Title Commitment, Unrecorded Deed, or Purchase Contract

### 3. WE'LL BE IN TOUCH WITH A READY OR PENDING STATUS UPDATE

When the order is processed, we will email an initial status update: **READY** or **PENDING**. If the status is pending, it means that the Water Department might require a meter review or needs additional supporting information. We will work with you to clear the order to **READY** status with the Water Department.



### 4. PAY METER BALANCE, READY STATUS FPC

Once the Chicago Water FPC is in **READY** status. It is available for the meter balance to be zeroed out.

We will send an electronic payment link to you from the City of Chicago to complete this process..

### 5. DOWNLOAD AND PRINT YOUR CERTIFICATION

We'll email you the completed Chicago Water FPC certificate.

