

ORDERING CHICAGO WATER FPC

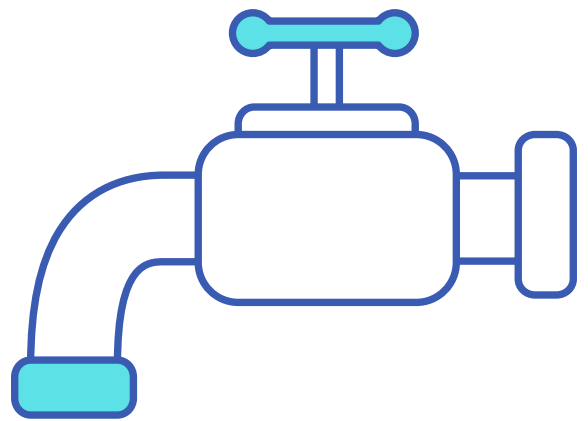


All real estate transactions in the City of Chicago require the Full Payment Certificate, aka "Chicago Water FPC" to obtain City of Chicago transfer stamps.

1. COMPLETE OUR EASY TO FILL IN ORDER FORM.

Place order through our website order form, found at chicagofpcservice.com.

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

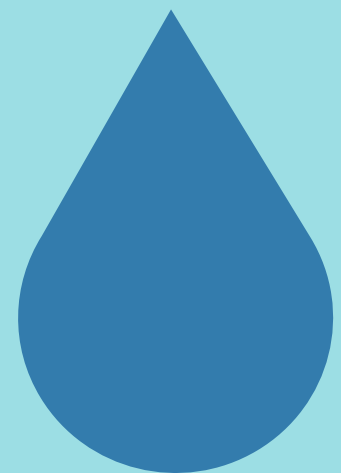


2. UPLOAD YOUR SUPPORTING DOCUMENTS

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.



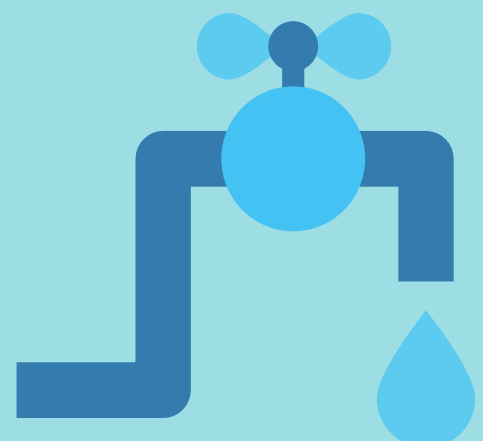
4. PAY METER BALANCE, READY STATUS FPC

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.



CHICAGOFPCSERVICE.COM