



For City Use Only	
Date:	_____
Issued By:	_____

REQUEST FOR STATEMENT OF OPEN ACCOUNTS
THIS FORM MUST BE SUBMITTED PRIOR TO PURCHASE OF A REAL ESTATE TRANSFER STAMP

1. **Do not send any other documents with this Statement of Open Accounts Form.**
2. This is NOT a request for Tax Stamp purchase.
3. After this statement has been approved, you may apply for the purchase of a Tax Stamp.
4. **This request must be received at least 48 hours (2 business days) prior to closing for non-rental/non-foreclosure single family homes/townhomes/condos, and at least 7 days prior to closing for all other residential/commercial properties.**
5. Incomplete forms will be returned which may cause a delay in the processing of your request.

Foreclosure:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	How long have you owned the property:	_____
Has This Property Been used as a Rental Property?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Permanent Real Estate Index No. (PIN):	_____			
Address of Property:	_____			
	Street Address	City	State	Zip
Type of Property:	<input type="checkbox"/> Single Family:	<input type="checkbox"/> Condo/Townhouse (Detached or Attached)		
	<input type="checkbox"/> Commercial/Industrial	<input type="checkbox"/> Vacant Lot		
	(Specify Type - Apartment Complex/Restaurant/Manufacturing/etc.)			

SELLER INFORMATION:				

Name of Seller or Current Owner				

Address				

City				

State				

Zip				

Seller's Signature: <u> X </u>				
I affirm that I have the authority to sign this form either as the Seller or authorized representative of the seller.				

Approved Statement Should Be Returned To:	
Contact Name:	_____
Fax #:	_____
Telephone #:	_____

*STEPS TO BE TAKEN **AFTER** THE STATEMENT OF OPEN ACCOUNTS HAS BEEN APPROVED:*

1. This is **not a final bill**. Seller/Owner is still required to terminate their utility service.
2. The Real Estate Transfer Declaration form must be completed and submitted along with the proper paperwork after the Statement of Open Accounts has been approved.
3. The Real Estate Transfer Declaration form and instructions can be found on the City website www.naperville.il.us.

For City Use Only				
Type of Account	Past Due - Payable prior to Stamp Issuance	Other Amounts Due	Date Other Due By	Total Outstanding
Utility Account:				
Misc. Receivable:				
Bldg Fees:				
Lien:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If property is a Restaurant, Hotel/Motel, or Fuel Station Tax Due: _____	
This Statement of Open Accounts is valid through: _____				

*This is NOT the actual Account Statement; this is only a request for information.
 If You Do Not Receive A Completed Statement Of Open Accounts From The Finance Department
 Please Contact Us At 630-420-4116.*