



<u>For City Use Only</u>	
Date:	_____
Issued By	_____

REQUEST FOR STATEMENT OF OPEN ACCOUNTS

**THIS FORM MUST BE SUBMITTED WITH YOUR APPLICATION
FOR THE REAL ESTATE TRANSFER STAMP**

- Incomplete forms will be returned, which will cause a delay in the processing of your request.
- Stamps will not be issued earlier than 2 (two) weeks prior to closing.
- This Statement of Open Accounts is only valid through _____.
- This request must be received at least 7 business days prior to closing.**

Foreclosure: YES NO **Closing Date:** _____

Permanent Real Estate Index No. (PIN): _____

Address of Property: _____
Street Address City Zip

Type of Property: Single Family: Detached or Attached (i.e. Condo/Townhouse)
 Commercial/Industrial _____ Vacant Lot
(Specify Type - Apartment Complex/Restaurant/Manufacturing/etc.)

SELLER INFORMATION: (Please Print) _____
Name of SELLER

Address _____ City _____ State _____ Zip _____

Seller's Signature: X _____
 I affirm that I have the authority to sign this form either as the Seller or authorized representative of the seller

DISPOSITION OF STATEMENT:

Contact Name: _____

Fax #: _____ Telephone #: _____

**** Check for Building Inspection Fees or Issues Prior to Purchase**

For information regarding the status of any outstanding building permits, building fees, code enforcement actions, or outstanding fines on the property your are considering buying in the City of Naperville, please call 630-420-6100, enter Option #2

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Type of Account	Amount Past Due	Other Amount Due	Date Other Due By	Total Outstanding
Utility Account				
Misc. Receivable				
Bldg & Code Fees **				
If property is a Restaurant, Hotel/Motel, or Fuel Station:			Tax Due \$ _____	
<p>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 ONE DAY PRIOR TO CLOSING, PLEASE CONTACT US AT 630-420-4116.</p>				