

ATTORNEYS'  
TITLE  
GUARANTY  
FUND,  
INC.

TO: Chicago-Area ATG Members  
FROM: Barbara Fuller  
DATE: August 6, 2001  
RE: New Water Certification and Zoning Certification Policies

To serve you better, ATG will implement new policies regarding City of Chicago water and zoning certifications. We hope these changes result in less confusion and allow us to obtain your documents in a more timely fashion:

**Starting August 6, 2001, please use the enclosed new order form and send to our new fax number, 312.372.4148, to order your water and zoning certifications.**

Also enclosed is a summary of procedures, which we hope will assist you on your next opportunity to order water and zoning certifications.

If you have any questions, please call me at 312.372.1735, extension 132. Thank you.



Barbara Fuller  
Manager – Search Department

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OFFICES IN CHAMPAIGN, CHICAGO, OAKBROOK TERRACE,  
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## WATER AND ZONING CERTIFICATION PROCEDURES

### I. Water Certifications

#### A. Non-metered / Condominium Accounts – Time Period: 24 Hours

A **non-metered water certification** is an account that is billed to a property every six months. These certifications can be obtained immediately.

However, if the property is a corner property, new construction, or has more than one Permanent Index Number (PIN) or address, please provide a legal description. This will take an additional ten business days to complete.

**Condominiums, townhouses, and co-ops** require a letter from the association, on the association letterhead, stating that all assessments are paid to date. The water department will not release the water certification without a letter from the association. If the letter is handwritten, it must be notarized. If no association exists, the property is a condo-conversion, or the units are individually billed, a final bill must be obtained. This will take 10 to 15 business days. If this is the case, please provide information on how to contact an individual who can provide access to the property.

- **The City of Chicago Department of Water charges \$10.00 per full payment certification.**

#### B. Metered Accounts – Time Period: 10 to 15 Business Days

A final meter reading is required if the meter has not been read within a 60-day period. Metered accounts take between 10 and 15 days to complete. In order for the water department to perform a meter reading, access information is required. Please provide either a home or work phone number for your contact. The water department will then contact the access person to schedule an appointment for the reading. The water department will not accept pager numbers. The certification **will be delayed** if access information is not submitted or the client fails to honor appointments.

- **NOTE:** A legal description is required for all commercial, industrial, vacant, mixed use (commercial and residential), and new construction properties.
- **The City of Chicago Department of Water charges \$10.00 per full payment certification.**

#### C. Release of Lien – Time Period: 10 Business Days

To order a release of lien, please provide all the necessary information. A water certification must be completed and the current bill must be paid in full before the water department will proceed with the release of lien process. Please allow ten days for this to be completed. If the property is a metered account, please follow the procedures set forth in paragraph B.

- **The City of Chicago Department of Water charges \$10.00 per full payment certification.**

#### D. Special Water Certification/Water Bill Reductions – Time Period: 10 to 15 Business Days

Property sale transfers such as VA, HUD, tax deeds, sheriff deeds, etc., require a certified copy of the deed before any adjustment to the water bill is performed. If requested, ATG will obtain a certified copy of the deed from the Cook County Recorder. A separate fee of \$15.00 plus expenses will be applied to the billing.

### II. Zoning Compliance

#### A. Single Family Residential Zoning Form – Time Period: 24 Hours

This form provides a great service to those who have the ability to acquire both the buyer's and seller's signatures. These signatures must be notarized. **The Zoning Department will not accept signatures from corporations,**

**trustees, partnerships, agents, estates, or attorneys.** Please fill out the name portion of the form of the individual(s) signing the form only.

**B. 1 to 5 Residential Units Zoning Form – Time Period: 7 Business Days**

It is necessary to know the number of dwelling units to complete this transaction. If the PIN is not given at the time the order is placed, ATG will pull it from the Cook County Collector for an additional fee. This process takes seven business days to complete.

- **The City of Chicago Department of Zoning charges \$50.00 per Certificate of Zoning Compliance.**
- **NOTE:** Properties with four or five units must also have the building registered every year.

**C. Denials – Time Period: 7 Business Days**

When a zoning compliance is denied, the Department of Zoning will call the requesters to notify them. If this occurs, ATG can do two things to resolve the situation: 1) Research the property at the Department of Buildings and request a permit to verify the number of dwelling units. 2) If there are no records on file or the permits do not agree with the number of units that are claimed, ATG can then request an inspection of the property. At that point, ATG will need the name and phone number for an *access person*, a person who can meet the inspector at the property. The city inspector will then inspect the residence to determine the number of dwelling units.

Please use ATG Form 427: *Request for Water and/or Zoning Certifications*, and fax it to 312.372.4148. If you have questions or wish to request a copy of this form, call the Search Department Help Desk at 312.372.1462.

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**REQUEST FOR WATER AND/OR ZONING CERTIFICATION**

Member Name: \_\_\_\_\_ Member No.: \_\_\_\_\_

Date: \_\_\_\_\_ Order No. \_\_\_\_\_

**Item(s) Requested:**

Water Certification     Zoning Certification

**Property Information:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PIN: \_\_\_\_\_ Number of Dwelling Units†: \_\_\_\_\_

**Seller Information:**

Name: \_\_\_\_\_ Phone†: \_\_\_\_\_

**Access Person:**

Name†: \_\_\_\_\_ Phone (no pagers) †: \_\_\_\_\_

**Buyer Information:**

Name: \_\_\_\_\_ Phone†: \_\_\_\_\_

Closing Date†: \_\_\_\_\_

**Deliver to:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Additional Requests/Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** If your water account is a corner lot, vacant lot, multiple dwelling unit, or commercial property, please include a legal description and a plat of survey. Metered accounts may need 10 to 15 business days to process. If your water account is a condominium, a paid assessment letter from the Condominium Association is required.

**Fax this form to: 312.372.4148**

† Required information