



Naperville

For City Use Only

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.
Please remember, the Statement of Open Accounts is only valid through _____.*

**Note: This request must be received at least 7 business days prior to closing.*

Permanent Real Estate Index No. (PIN): _____ Date of Deed: _____

Address of Property: _____

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

Type of Account	Amount Past Due	Other Amount Due	Date Other Due By	Total Outstanding
Utility Account				
Misc. Receivable				

If property is a Restaurant, Hotel/Motel, or Fuel Station: Tax Due \$

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.

SELLER INFORMATION: (Please Print)

Name

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