



CITY OF AURORA ILLINOIS
REQUEST FOR
STATEMENT OF OPEN ACCOUNTS

Seller/Grantor name(s): _____ Phone number: _____

Address of property closing: _____

Seller/Grantor agent, name & phone number: _____

I/we hereby authorize you to release to my/our agent a statement of open accounts and any information that is required to be released pursuant to city ordinances.

Seller/Grantor(s) signature: _____ Date: _____

REQUIRED INFORMATION – PIN / Parcel #(s): _____

Selling price: _____ **Closing/Effective date: _____

*Quit Claim or Foreclosure _____ ***A copy of the deed must be included with this request**

Check here if any of the following options apply:

Current rental property: _____ Future rental property: _____ Seller renting-back: _____

Well water: _____ Paid by association: _____ Exempt status: _____ Reason for exemption: _____

Seller/Grantor post-closing address: _____

New owner/Grantee: _____

New owner/Grantee current address: _____

EMAIL COMPLETED FORM TO water@aurora.il.us OR fax to (630) 256-3609.

This request must be received at least 5 business days prior to closing for timely processing. Incomplete forms will be returned, which will also cause a delay in the processing of your request. Please remember, the Statement of Open Accounts is only valid through the closing date submitted on this request.

Disposition of Statement:

_____ Call or Hold for pick-up: _____

_____ Fax or Email to: _____

****IF CLOSING DATE IS CHANGED OR CANCELLED, PLEASE NOTIFY THE WATER BILLING DIVISION IMMEDIATELY VIA FAX (630)256-3609 OR EMAIL water@aurora.il.us**

This is NOT the actual Statement of Open Accounts; this is only a request for information needed to complete the Statement of Open Accounts.

If you do not receive the SOA **one business day prior to closing**, please contact the **Revenue and Collections Division** at (630) 256-3570 or email transferstamps@aurora.il.us to check the status.

For questions regarding initiation of this form please call the City of Aurora Water Billing Division at (630) 256-3600 or email water@aurora.il.us