



OFFICE OF THE CITY CLERK SUSANA A. MENDOZA
CITY OF CHICAGO

Thank you for contacting our office regarding the Professional Service Parking Permit. The following are the qualifications and requirements as written by Chicago City Municipal Code 9-68-020 (a)(2):

1. Upon application and payment of the required fee to the City Clerk, the Clerk or the Clerk's designee shall issue a "Professional Service Parking Permit" sticker to a person who has been issued a current and active real estate managing broker, broker, or leasing agent license by the State of Illinois for use on one qualifying vehicle used within a residential parking permit zone for business purposes pursuant to the relevant professional license.
2. A Professional Service Parking Permit is valid only for the specific vehicle and owner to which it is issued.
3. A Professional Service Parking Permit may only be issued to the following vehicle types as defined in Section 2 of the Office of the City Clerk Professional Service Parking Permit Administrative Rules:
 - (a) Passenger automobile;
 - (b) Large passenger automobile; and
 - (c) Small truck (City of Chicago Residents ONLY)
4. A City of Chicago Resident is required to have a valid City of Chicago Vehicle Sticker.
5. The 12-Month fee for the Professional Service Parking Permit is as follows:
 - \$500 for a City of Chicago Resident
 - \$800 for a Non-Resident of Chicago
 - Fees will be adjusted starting in 2018 and every two years thereafter for inflation.
6. A Professional Service Parking Permit is non-refundable once purchased, except in those cases authorized by the City Clerk.
7. The Professional Service Parking Permit is not transferable between vehicles or persons. Please see Section 8 and Section 9 of the Office of the City Clerk Professional Service Parking Permit Administrative Rules for instances where the Professional Service Parking Permit may be transferred and/or replaced.

INSTRUCTIONS:

1. Complete the **APPLICATION FOR PROFESSIONAL SERVICE PARKING PERMIT** (Page 2 of this document).
2. Attach photocopies of the required documentation listed below. **PHOTOCOPIES WILL NOT BE RETURNED:**
 - a. **Current City of Chicago Debt Clearance Form**
To obtain a Debt Clearance Form: complete a Disclosure of Indebtedness (attached), bring it to the Department of Finance, located in City Hall Room 107 (**this must be done in person or through a City Clerk Representative via a signed and notarized authorization form**). They will provide you a Debt Clearance Form (valid for 90 days).
 - b. **Government Issued Photo ID (State ID or Driver's License)***
*City of Chicago Residents must provide a current and valid Illinois Driver's License with a Chicago address.
 - c. **State Vehicle Registration ID Card**
 - d. **Valid unexpired Illinois Professional (Real Estate) License or an IDFPR issued Pocket Card**
3. Applications for the Professional Service Parking Permit **will only be accepted** at the Office of the City Clerk located in City Hall: 121 N. LaSalle Street – Room 107, Chicago, IL 60602.



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Disclosure of Indebtedness Authorization and Release

I, _____, authorize the **Office of the City Clerk** to
(Applicant's Full Name)
submit a **Disclosure of Indebtedness** to the **City of Chicago Department of Finance**, on my behalf, as part of my Application for Professional Service Parking Permit. I understand the information provided is sensitive in nature, and I am freely providing the information to the **Office of the City Clerk** in order to determine my eligibility for a Professional Service Parking Permit. I expressly agree that such information is to be used on my behalf, and I understand such information is required to be disclosed on my behalf to other authorized individuals. I further understand that this disclosure is not a condition of the application for a Professional Service Parking Permit, and that I am disclosing sensitive information in an effort to expedite the application process.

Applicant's Signature

Date

(Notary Seal)

State of _____ County of _____

Signed and attested before me this _____ day of _____ 20__

by _____

(Applicant's Name)

(Signature of Notary Public)

Disclosure of Indebtedness to the CITY OF CHICAGO



*Name: <input style="width: 240px; height: 20px;" type="text"/>	*Phone: <input style="width: 240px; height: 20px;" type="text"/>
*Address: <input style="width: 240px; height: 20px;" type="text"/>	*SSN # Last 4 Digits: <input style="width: 240px; height: 20px;" type="text"/>
<input style="width: 240px; height: 20px;" type="text"/>	*Driver's License #: <input style="width: 240px; height: 20px;" type="text"/>

Please complete the information below. This information will be used to investigate outstanding parking tickets, water bills, and taxes. You must take this completed form to the Department of Finance, Room 107, City Hall.

1. List all prior addresses for the last five (5) years.

STREET ADDRESS	CITY, STATE	ZIP CODE
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

2. List all license plate numbers for the last five (5) years of vehicles for which you are listed as owner, co-owner or have co-signed a loan.

<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

3. If during the last five (5) years you have owned a business as a partner or a sole proprietor, complete the section below.

Business Name	Address	Type of Company
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

You may obtain debt information and make payments at the Department of Finance, 121 N La Salle St., City Hall, Room 107.

All City Debts must either be paid or arrangements for payments made with the Department of Finance prior to applying for a Professional Service Parking Permit.

RETURN THIS COMPLETED FORM TO:
City of Chicago Department of Finance
121 N La Salle St., City Hall, Room 107

* Indicates a Required Field

Terms & Conditions for the Professional Service Parking Permit

1. Customers applying for the Professional Service Parking Permit must be a licensed real estate managing broker, broker or leasing agent. Proof of licensure must be demonstrated through a valid unexpired Illinois Professional (Real Estate) License or IDFPR Pocket Card. _____ Initial
2. Qualifying customers can only purchase one (1) Professional Service Parking Permit. _____ Initial
3. A professional service parking permit shall only be issued to the following vehicle types as defined by the Office of the City Clerk: _____ Initial
 - a. Passenger automobile;
 - b. Large passenger automobile; and
 - c. Small truck (City of Chicago Residents ONLY)
4. All applicants must provide satisfactory evidence that no debt is owed to the City of Chicago by obtaining a Debt Clearance Form from the City's Department of Finance. _____ Initial
5. In order to be eligible to purchase a Professional Service Parking Permit, Chicago residents must be in compliance with the City of Chicago Wheel Tax. _____ Initial
6. By law, customers may only use the Professional Service Parking Permit for business purposes, between the hours of 9:00 AM and 9:00 PM. The permit does not allow for parking in certain designated areas during sporting and other special events. Business purposes are clearly defined in the Professional Service Parking Permit Administrative Rules available at the City Clerk's website and by request at the City Hall location. _____ Initial
7. A Professional Service Parking Permit can be issued in a 12 month or 24 month term. _____ Initial
8. Once purchased, a Professional Service Parking Permit is not exchangeable, nor refundable. _____ Initial
9. The Professional Service Parking Permit will expire on the expiration date indicated on the Permit. _____ Initial
10. The Professional Service Parking Permit is not transferable between vehicle or persons. Please see Section 8 and Section 9 of the Office of the City Clerk Professional Service Parking Permit Administrative Rules for instances where the professional service parking permit may be transferred and/or replaced. _____ Initial
11. Customers shall not provide false or otherwise misleading information, nor attempt to violate the rules of the Professional Service Parking Permit program. _____ Initial
12. The Office of the City Clerk reserves the right to temporarily, or permanently disqualify a customer from the program if it is determined they have attempted to violate the Program Rules, violate the Terms and Conditions, or otherwise mislead and/or abuse the laws affecting the Professional Service Parking Permit Program. _____ Initial
13. Pursuant to State law, individuals shall notify the Illinois Secretary of State of any address or name changes within 10 days. _____ Initial
14. The Office of the City Clerk shall not be held liable for any improper or incorrect use of the information described and/or contained herein and assumes no responsibility for anyone's use of said information. _____ Initial

I HAVE READ AND AGREE TO THE TERMS & CONDITIONS FOR THE PROFESSIONAL SERVICE PARKING PERMIT.

SIGNATURE

DATE