

**INSTRUCTIONS FOR THE COMPLETION OF THE
CONDOMINIUM REBATES CERTIFICATION**

1. Please read over the certification carefully.
2. This certification must be filled out in ink. PLEASE PRINT.
3. For this certification to be approved, **Sections A, B and C** must be completed.
4. **Section C** must be completed if the condominium management or board contracts directly with a refuse and recycling service provider. This certification must be signed by a certified notary public in order to be approved.
5. Failure to comply with this ordinance may result in the revocation of your city business license, loss of your condo rebate or in fines ranging from \$25 to \$100 for every day that your building is not in compliance with Municipal Code 11-5-025(b).
6. **Return or mail the completed certification to your aldermanic office** with your condo rebate application with a copy of your recycling bill.
7. Questions regarding the Recycling Certification should be directed to:
Chicago Department of Environment, Solid Waste Division at (312) 744-9135.
8. Recycling literature and technical assistance manuals can be obtained by calling the City's recycling hotline at (312) 744-SORT.