

Real Estate Transfer Stamp Guidelines

DECLARATIONS – PROPERTY SALES (includes exempt sales by Fannie Mae, Freddie Mac or HUD) Required paperwork to be emailed to retstamp@desplainesil.gov. (Send only what is requested):

1. Completed and signed **CITY OF DES PLAINES REAL ESTATE TRANSFER DECLARATION** form
2. Completed and signed **FINAL UTILITY BILL REFUND** form
 - **Incomplete and/or unsigned paperwork will not be processed**
3. Illinois tax form (MyDec or PTAX-203)
4. Deed for this sale (does not need to be signed)
5. Plat of survey, if one is being used at closing

A residential, non-owner occupied (i.e., rented, leased, family or friends living in but not owner, or foreclosed) property requires an inspection prior to issuing the transfer stamp. To start the process, submit a \$25/unit **prepayment** along with the name and phone number of a contact who will meet the inspector.

FINAL WATER READING

Final meter readings are taken two to three business days prior to the closing date. A seller who has not updated to the Sensus meter will be notified that they must contact Public Works (847.391.5464) to schedule a final meter reading and change-out prior to issuance of the transfer stamp. The final utility amount will be included with the transfer tax. If a refund is applicable, it will be processed according to the information provided on the Final Utility Bill Refund form.

PLEASE NOTE THE FOLLOWING:

- The stamp is not issued until processing is complete. **Processing time may vary, allow at least five business days.**
- The contact will be notified when the stamp can be picked up.
- All fees and fines owed to the City must be paid in full before the exemption stamp or transfer stamp is issued.
- A Compliance Order may be required in order to obtain a stamp. Items typically cited in the order include: code violations, private well and septic requirement to connect to City utilities, etc.
- We can return documents via FedEx, UPS, or U.S. Mail using the applicant's prepaid label and envelope. Please note that we do not offer next-day processing or returns for overnight submissions.
- The City of Des Plaines refunds the real estate tax amount for a resident who buys and sells residential property which is their principal residence within one year.
- **Please include a phone number, and name and email address to contact when processing is complete.**

EXEMPTIONS

For transactions which are not sales of real property and are exempt from paying the real estate tax per Section 15-7-7 of the City of Des Plaines Municipal Code, an exemption stamp may be obtained by providing the Finance Department:

1. Completed and signed **CITY OF DES PLAINES REAL ESTATE TRANSFER DECLARATION** form
2. Completed and signed **FINAL UTILITY BILL REFUND** form
 - Payment for current utilities may be required if the change includes removal of an individual from title or change in form of ownership such as, but not limited to, individual to land trust or LLC, etc.
3. The original deed that is to be filed with the Cook County Clerk (no copies will be accepted)
4. A \$10 processing fee payable to the "City of Des Plaines"

Please Note: Transfers/changes of title to property located in **unincorporated** Des Plaines (with the exception of **9601 Golf Road**), including the sale of a property, is **EXEMPT** from paying the real estate transfer. To obtain an exemption stamp for these addresses, please submit the items listed above, excluding item 2.

For any questions or clarifications of these guidelines, please contact **847.391.5319** or our general number **847.391.5300**, Monday through Friday, 8:30 am to 4:30 pm or email retstamp@desplainesil.gov.

FOR PROPERTY SALES, APPLICATIONS MUST BE EMAILED TO RETSTAMP@DESPLAINESIL.GOV FIVE WORK DAYS PRIOR TO CLOSING DATE. PLEASE READ REAL ESTATE TRANSFER STAMP GUIDELINES BEFORE COMPLETING THIS FORM.



FINANCE DEPARTMENT
 1420 Miner Street, Room 104
 Des Plaines, IL 60016
 P: 847.391.5319
 F: 847.391.5402
 retstamp@desplainesil.gov

REAL ESTATE TRANSFER DECLARATION

CHECK ONE: DECLARATION EXEMPTION

PROPERTY ADDRESS: _____

PERMANENT PROPERTY INDEX NO(S). _____

SELLER OR GRANTOR (INCLUDE ALL NAMES IF MORE THAN ONE ON DEED): **PLEASE PRINT**

 NAMES EXACTLY AS LISTED ON DEED

SELLER'S ADDRESS **AFTER** SALE CITY/STATE/ZIP CODE PHONE NUMBER

BUYER OR GRANTEE (INCLUDE ALL NAMES IF MORE THAN ONE ON DEED): **PLEASE PRINT**

 NAMES EXACTLY AS LISTED ON DEED

BUYER'S ADDRESS **BEFORE** PURCHASE CITY/STATE/ZIP CODE PHONE NUMBER

IF TITLE CHANGE IS AN EXEMPTION THAT DOES NOT INCLUDE SALE OF PROPERTY, SIGN BELOW AND PROCEED TO PAGE 2.

PROPERTY SALE

IF RESIDENTIAL: OWNER CURRENTLY LIVES IN OR PROPERTY VACANT SINCE OWNER MOVED OUT
 RENTED OR LEASED † OWNED BY COMPANY OR LLC † FORECLOSURE SALE †

† NON-OWNER OCCUPIED PROPERTY REQUIRES INSPECTION BEFORE ISSUANCE OF STAMP -- \$25/unit PREPAYMENT.

COMMERCIAL OTHER

CONTACT NAME	CONTACT INFO	
FOR INSPECTION:	PHONE:	EMAIL:
FOR STAMP PICKUP:	PHONE:	EMAIL:

ANTICIPATED DATE OF CLOSING _____

FULL ACTUAL CONSIDERATION (INCLUDING MORTGAGE AND VALUE OF LIABILITES ASSUMED) _____

AMOUNT OF TAX* (\$2 / \$1,000) (SALES PRICE ROUNDED UP TO NEAREST \$500) _____

(*IF **EXEMPT** FROM PAYING TRANSFER TAX FOR THIS SALE, PLEASE ALSO **COMPLETE PAGE 2**)

We hereby declare the full actual consideration and above facts contained in this declaration to be true and correct.

Signature _____ Date Signed _____
 SELLER OR SELLER'S AGENT

OFFICE USE ONLY		
WATER AMOUNT(S) DUE:	COMPLETED BY (PLEASE INITIAL):	DATE:

EXEMPTIONS

PROPERTY ADDRESS: _____

PROPERTY IS LOCATED IN UNINCORPORATED DES PLAINES AND IS EXEMPT FROM PAYMENT OF THE TRANSFER TAX.

Note: The City of Des Plaines Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are enumerated in Section 15-7-7 of the Ordinance which is printed below. To claim one of these exemptions, complete the appropriate blanks below:

I hereby declare that this transaction is exempt from taxation under the City of Des Plaines Real Estate Transfer Tax Ordinance by paragraph(s) _____ of Section 15-7-7 of said Ordinance.

Details for exemption claimed: (Explain what is changing on title) _____

If claiming exemption under **paragraph D** for consideration less than \$100.00:

What is the grantor's relationship to the grantee? _____

We hereby declare the full actual consideration and all facts set forth in this declaration to be true and correct.

Section 15-7-7 The tax imposed by this article shall not apply to the following transactions:

- (A) Transactions involving property acquired by or from any governmental body or by any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious or educational purposes.
- (B) Transactions which secure debt or other obligations.
- (C) Transactions in which deeds, without additional consideration, confirm, correct, modify or supplement deeds previously recorded.
- (D) Transactions in which the actual consideration is less than one hundred dollars (\$100.00).
- (E) Transactions in which the deeds are tax deeds.
- (F) Transactions which are releases of property which is security for a debt or other obligation.
- (G) Transactions of partitions.
- (H) Transaction made pursuant to mergers, consolidations or transfers or sales of substantially all of the assets of a corporation pursuant to plans of reorganization.
- (I) Transactions between subsidiary corporations and their parents for no consideration other than the cancellation or surrender of the subsidiary corporation's stock.
- (J) Transactions wherein there is an actual exchange of real property except that the money difference or money's worth paid from one to the other shall not be exempt from the tax.
- (K) Transactions representing transfers subject to the imposition of a documentary stamp tax imposed by the government of the United States.
- (L) Transactions involving deeds issued to holder of a mortgage pursuant to a mortgage foreclosure proceeding or pursuant to a transfer in lieu of foreclosure.



FINAL UTILITY BILL REFUND INFORMATION

The City of Des Plaines requires all property owners selling or transferring real estate to pay any water and sewer fees in full with the issuance of the Real Estate Transfer Stamp. Please fill out this form if you are paying a final utility bill. In the event that an overpayment occurs, we will use this information to issue a refund.

Please Print

Service Address: _____

Name of Person/Business Paying Final Bill: _____

Name of Person/Business and Address to Send the Refund to:

Payable To _____

ATTN: _____

Address (STREET) _____

Address (CITY, STATE, ZIP) _____

Phone Number: _____

Utility Account Number: _____

Name of Person Completing form: (Print) _____

Signature of Person Completing Form: _____ Date: _____

Office Use Only

Date: _____ Initial: _____