



VILLAGE OF GLENDALE HEIGHTS

300 Civic Center Plaza
Glendale Heights, Illinois 60139
(630) 260-6000
www.glendaleheights.org

FOR OFFICE USE ONLY
Tax Stamp No.
Date Issued
Issued By

Check One: [] DECLARATION \$3.00 per thousand [] EXEMPTION \$25.00

INSTRUCTIONS:

- 1. This form must be filled out completely, signed by at least one of the sellers or grantors and also signed by at least one of the purchasers or grantees or by their attorneys or agents and presented to the Village at the time of purchase of real estate transfer stamps.
2. The full actual amount of consideration of the transaction is the amount upon which the tax is to be computed.
3. The following documents must be submitted:
A. A copy of the deed, assignment or other instrument of conveyance or transfer involved in the transaction which is subject to the transfer tax herein imposed and which reflects the date of the transaction, the names of the grantor and grantee, and a legal description of the property.
B. A copy of the real estate transfer declaration (PTAX-203) filed pursuant to Section 3 of the Real Estate Transfer Act of the State of Illinois.
4. All water and sewer bills or any other debts due and owed to the Village must be paid before stamps can be issued.
5. Payment must be in the form of cash, certified check, cashier check, credit card, Illinois Attorney check or a title company check.
6. Certificate of Compliance by the Building Department, Plat of Survey (one year or less).

ADDRESS OF PROPERTY

PERMANENT PROPERTY INDEX NO.

DATE OF DEED TYPE OF DEED

FULL ACTUAL CONSIDERATION

AMOUNT OF TAX STAMPS

Note: The Glendale Heights Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are enumerated in Section 3-2H-3 of the ordinance which are printed on the back of this form. To claim one of these exemptions, complete the appropriate blanks below.

I hereby declare that this transaction is exempt from taxation under Glendale Heights Real Estate Transfer Tax Ordinance by paragraph(s) of Section of said ordinance

Details for exemption claimed (explain)

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

Grantor (Seller) Name (Please Print)

Address Zip

Signature Seller or Agent

Grantee (Purchaser) Name (Please Print)

Address Zip

Signature Purchaser or Agent

3-2H-3: EXEMPT TRANSACTIONS:

The tax herein levied and imposed shall not apply to the following exempt transactions or transfers, provided the declaration form required under section 3-2H-6 of this article is submitted and accompanied by a twenty-five dollar (\$25.00) fee paid to the Village and, in each case, is accompanied by a certificate in the form prescribed by the Administrative Services Manager, setting forth facts evidencing the exempt nature of the transaction or transfer as hereinafter provided.

- 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 in which the deeds or assignments secure debt or other obligations.
- c) Transactions in which the deed, without additional consideration, confirms, corrects, modifies or supplements a deed previously recorded.
- d) Transactions in which the total actual consideration is less than one thousand dollars (\$1,000.00).
- e) Transactions in which the deeds are tax deeds.
- f) Transactions in which the deeds or assignments are releases of property which is security for a debt or other obligation.
- g) Transactions in which the deeds or assignments are recorded or delivered pursuant to court order or decree or pursuant to a transfer in lieu of foreclosure.
- h) Transactions made pursuant to mergers, consolidations, transfers or sales of substantially all of the assets of a corporation pursuant to plans of reorganization.
- i) Transactions between subsidiary corporations and related parent corporations for no consideration other than the cancellation or surrender of the subsidiary corporation's shares.
- j) Transactions wherein there is an actual exchange of real property; except, that the monetary difference of the monies' worth paid from one or 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 of America.
- l) Transactions effected by operation of law.
- m) A transfer by lease.
- n) A transfer from an executor or administrator to a legatee, heir or distributee where the transfer is being made pursuant to will or by intestacy.
- o) A transfer from a minor to his guardian or from a guardian to his ward upon attaining majority. (Ord. 2007-95, 10-4-2007)
- p) A transfer from a disabled person to his guardian, or similar legal representative, or from a guardian or similar legal representative to a former disabled person upon removal of the disability. (Ord. 2007-95, 10-4-2007; amd. 2011 Code)
- q) A transfer from a bank, trust company, financial institution, insurance company, or other similar entity, or nominee, custodian, or trustee therefore, to a public officer or commission, or person designated by such officer or commission, or by a court, in the taking over of its assets, in whole or in part, under state or federal law regulating or supervising such institutions, nor upon redelivery or retransfer by any such transferee or successor thereto.
- r) Transfer from a bankrupt person or person in receivership due to insolvency to the trustee in bankruptcy or receiver, from such receiver to such trustee or from such trustee to such receiver, or upon redelivery or retransfer by any such transferee or successor thereto.
- s) A transfer from a transferee under subsections N, O, P, Q and R, inclusive, of this section to his successor acting in the same capacity, or from one such successor to another.
- t) A transfer from a foreign country or a national thereof to the United States of America, or any agency thereof, or to the government of any foreign country directed pursuant to authority vested in the president of the United States by section 5(b) of the trading with the enemy act (40 stat. 415), as amended by the first war powers act (55 stat. 839).
- u) A transfer from trustees to surviving, substitute, succeeding or additional trustees of the same trust.
- v) A transfer upon the death of a joint tenant or tenant by the entirety to the survivor or survivors thereof. (Ord. 2007-95, 10-4-2007)
- w) A transfer from a grantor or seller who meets all of the following requirements:
 1. He is at least sixty-two (62) years of age;
 2. He owned and occupied as his principal residence the dwelling on the property sold or transferred for more than one year prior to its sale or transfer;
 3. He did not rent or lease any portion of the dwelling or real property to any person or persons; and
 4. That, if such property is owned by more than one person, at least one of the owners is sixty-two (62) years of age and no other co-owner is less than sixty (60) years of age at the time of sale. In the event any co-owner who is at least sixty two (62) years of age dies prior to the sale of a qualifying dwelling, the surviving co-owner who is at least sixty (60) years of age at the time of the sale of said dwelling shall be entitled to the exemption. (Ord. 2007-111, 12-6-2007)