



VILLAGE OF GLENDALE HEIGHTS

300 Civic Center Plaza
Glendale Heights, Illinois 60139
(630) 260-6000 • Fax (630) 260-9548
www.glendaleheights.org

FOR OFFICE USE ONLY

Tax Stamp No. _____

Date Issued _____

Issued By _____

REAL ESTATE TRANSFER STAMP FORM

TYPE OF TRANSFER (CHECK ONE): ☐ DECLARATION ☐ EXEMPTION

1. This form must be filled out completely, signed by the Grantor (Seller) involved in the transaction or by their attorney(s) or agent(s) and presented to the Village at the time of purchase of Real Estate Transfer stamp.
2. The full actual amount of consideration of the transaction is the amount upon which the tax is to be computed. The full actual consideration of the transaction must be stated on the declaration.
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. (Applies only to Declarations.)

C. A copy of the Certificate of Inspection or Guarantee of Compliance approved by the Community Development Department. (Applies only to Declarations.)
4. All water and sewer bills or any other debts due and owed to the Village must be paid before stamps can be issued. Payment of debt owed and transfer stamp fee must be in the form of cash, certified check, cashier check, credit card, Illinois Attorney check or a title company check.

ADDRESS OF PROPERTY: _____

PERMANENT PROPERTY INDEX NO. _____

DATE OF DEED: _____ TYPE OF DEED: _____

FULL ACTUAL CONSIDERATION: _____

AMOUNT OF TAX STAMPS: _____

For a DECLARATION recording, the full actual consideration (selling price) of the transaction is the amount upon which the tax is calculated. The cost of the transfer stamp is \$3 per thousand of selling price, rounded to the nearest dollar. For an EXEMPT recording, the processing fee is \$25 (fee subject to change).

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) **3-2H-3** of said ordinance **ORD No. 2019-14**.

Details for exemption claimed (explain)

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

Name(s) of Grantor (Seller) _____
(Please Print)

Address Zip

Signature of Grantor (Seller) _____

“3-2H-3: EXEMPT TRANSACTIONS:”

The tax herein levied and imposed shall not apply to the following deeds, trust documents, 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 Finance Director, setting forth facts evidencing the exempt nature of the deed or trust document as hereinafter provided:

- A. Deeds or trust documents relating to (1) property acquired by any governmental body or from any governmental body, (2) property or interests transferred between governmental bodies, or (3) property acquired from any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious or educational purposes. However, deeds or trust documents, other than those in which the Administrator of Veterans’ Affairs of the United States is the grantee pursuant to a foreclosure proceeding, shall not be exempt from filing the exemption.
- B. Deeds or trust documents that secure debt or other obligation.
- C. Deeds or trust documents that, without additional consideration, confirm, correct, modify, or supplement a deed or trust document previously recorded.
- D. Deeds or trust documents where the actual consideration is less than one hundred dollars (\$100.00).
- E. Tax deeds.
- F. Deeds or trust documents that release property that is security for a debt or other obligation.
- G. Deeds of partition; provided, however, that if a party receives a share greater than its undivided interest in the real property, then such party shall be liable for tax computed upon any consideration paid for the excess.
- H. Deeds or trust documents made pursuant to mergers, consolidations or transfers or sales of substantially all of the assets of corporations pursuant to plans of reorganization.
- I. Deeds or trust documents made by a subsidiary corporation to its parent corporation for no consideration other than the cancellation or surrender of the subsidiary’s stock.
- J. Deeds when there is an actual exchange of real estate and trust documents when there is an actual exchange of beneficial interests, except that the money difference or money’s worth paid from one to the other is not exempt from the tax.
- K. Transfers in which the deed or other instrument of transfer is issued to the mortgagee or secured creditor pursuant to a mortgage or security interest foreclosure proceeding or sale or pursuant to a transfer in lieu of foreclosure.
- L. A transfer by lease.
- M. A transfer from a decedent to his executor or administrator.
- N. A transfer from a minor to his guardian or from a guardian to his ward upon attaining majority.
- O. A transfer from an incompetent to his conservator, or similar legal representative, or from a conservator or similar legal representative to a former incompetent upon removal of disability.
- P. A transfer from a bank, trust company, financial institution, insurance company, or other similar entity, or nominee, custodian, or trustee thereof, 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 supervising such institutions, or upon redelivery or retransfer by any such transferee or successor thereto.
- Q. 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.
- R. A transfer from a transferee under subsections M, N, O, P, and Q, inclusive, of this section to his successor acting in the same capacity, or from one such successor to another.
- S. A transfer from trustees to surviving, substitute, succeeding or additional trustees of the same trust.
- T. A transfer upon the death of a joint tenant or tenant by the entirety to the survivor or survivors thereof.
- U. A transfer from a grantor or seller who meets all of the following requirements:
 - 1. Sixty-two (62) years of age or older; and
 - 2. Owned and occupied the dwelling on the property as a primary residence for 366 consecutive days prior to its sale or transfer; and
 - 3. Did not rent or lease any portion of the dwelling or real property to any person or persons; and
 - 4. If multiple owners, at least one co-owner is sixty-two (62) years of age and no co-owner is less than sixty (60) years of age at the time of sale. In the event a co-owner sixty-two (62) years of age passes away prior to the sale of the qualifying dwelling, a surviving co-owner who is at least sixty (60) years of age at the time the qualifying co-owner passes away will be entitled to the exemption.