

REAL ESTATE TRANSFER PROGRAM – CHECK LIST



Thinking of Selling or Transferring Your Home?

If you are considering selling or transferring ownership of your home, you need to follow the steps below in order to obtain a Real Estate Transfer Stamp:

Beginning in the Community Development Department you will need to:

- 1. Apply for a Real Estate Transfer Certificate of Compliance Application (unless the property is exempt).*
- 2. Submit an application fee.*
- 3. Have the inspection and make any corrections or have the purchaser agree to make corrections.*
- 4. Submit a plat of survey of the property that is less than one-year old.*

Once the inspection passes or the Guarantee of Compliance is signed and escrow posted, you may obtain a Transfer Stamp by finishing these steps at the Finance Department. You will need to:

- 5. Submit a FOIA request to determine if there is any outstanding debt owed to the Village (i.e., unpaid invoices related to building, code, lien filing fees, parking ticket fees, and applicable rental fees).*
- 6. Obtain and pay the final water bill along with any outstanding debt owed to the Village.*
- 7. Submit the Real Estate Stamp Transfer Declaration.*
- 8. Submit a copy of the deed.*
- 9. Submit a State of Illinois Real Estate Transfer Declaration (PTAX-203) form.*
- 10. Pay for the transfer stamp.*

Specific Requirements:

The following checklist provides additional information on each step in the process to assist you with the necessary requirements in obtaining a Real Estate Transfer Stamp. If at any time during the process you have questions and require additional clarifications or assistance, please contact the Finance Department at 630.260.6000.

REAL ESTATE TRANSFER PROGRAM – CHECK LIST

1. **Obtain a Certificate of Compliance or Guarantee of Compliance from the Community Development Department**

All properties sold in the Village of Glendale Heights, must be inspected for compliance with the Adopted Building Codes CODE 10-14C, unless exempted by provisions of 10-14C-8. This process begins with submitting the Real Estate Transfer Certificate of Compliance Application to the Community Development Department as detailed below.

a. SUBMIT A [REAL ESTATE TRANSER CERTIFICATE OF COMPLIANCE APPLICATION](#) & FEE –

The application should be submitted as early as possible to give the seller adequate time to address any code violations. The Village recommends that the inspection be scheduled when the property is listed for sale. Purchaser information is not required at the time an application is submitted, but must be provided prior to final sale.

- i. The application must be submitted a minimum of 21 days prior to the closing along with application fee of \$100.00.
- ii. An expedited inspection may be scheduled, if requested less than 21 days prior to closing, if there is availability and an expedited fee of \$ 350.00 is paid.

b. SCHEDULE THE INSPECTION– Once the application is submitted and paid for, the inspection may be scheduled. The Village will use the [Inspection Form](#), which is available online or at the Village offices to check for any areas where the home does not meet the Village Code.

c. INSPECTION RESULTS - If no code violations are identified a current plat of survey is required (dated within one year of submitted) and your Certificate of Compliance will be issued. A plat of survey is not required if the property is a condominium.

If code violations are identified, the seller will be provided a report identifying any code violations, which can include property maintenance items and work completed without a permit. The inspector will establish an escrow amount, which is 125% of the cost of bringing the property into compliance with Village Codes. There are then two options available to bring the property compliant to code:

- i. The seller has an option of bringing the property into compliance and scheduling a re-inspection. If building permits are required, the seller must submit complete

REAL ESTATE TRANSFER PROGRAM – CHECK LIST

applications, obtain approval, schedule and pass all inspections, which can take several weeks. In addition to passing the inspections, a current plat of survey will be required (dated within one year of submittal), unless the property is a condominium. When the property passes all inspection and the plat of survey is submitted if applicable, a Certificate of Compliance will be issued.

- ii. The buyer may sign a Guarantee of Compliance and post an escrow to cover the cost of making the corrections within 30 days. The transfer of the property may then move forward. The purchaser may take responsibility for obtaining building permits and making any corrections after closing. When the corrections are completed and inspected, and, if not previously submitted, a current plat of survey (dated within one year of submittal), unless the property is a condominium, is submitted. The escrow will then be refunded to the purchaser. If this option is chosen, a Guarantee of Compliance will be issued when the purchaser signs the guarantee and posts the required escrow.

2. All debts and liens on the property must also be satisfied before the property is transferred.

- a. It is recommended to submit a request for public record for the purpose of identifying record of any outstanding debt or code violations on the property by submitting of a [Request for Public Records \(FOIA\)](#). Under the Freedom of Information Act (FOIA) a response is expected within 5 (five) business days.
 - i. Please include in your request's description, property address, PIN (Property Parcel ID Number), if available and record description, i.e. *"to verify record of any debts owed, code violations or other items that must be satisfied in order to obtain a transfer or exempt stamp."*
 - ii. Please forward your **"Request for Public Records"** form or written request by email to: foia@glendaleheights.org or by fax 630.260.9548, ATTN: FOIA Officer or you may drop-off form to the Office of Finance.
 - iii. You may also request this information in person through the Office of Finance. You will be asked to provide identification that you are the current owner of

REAL ESTATE TRANSFER PROGRAM – CHECK LIST

property, identification or documentation that identifies you are an agent acting on behalf of the seller.

- b. Any debt/outstanding items must be satisfied in order to obtain transfer stamp. Payments are accepted in the form of cash, certified check, credit card, Illinois Attorney check or a title company check. Check is payable to the Village of Glendale Heights, ATTN: AR, 300 Civic Center Plaza, Glendale Heights, IL 60139. Please reference the property with your remittance.

3. **A final water reading must be submitted to ensure the water account is closed properly.**

- a. To close, transfer or obtain a final read of water usage or Utility Account, please contact the Water Billing Division 630.260.6010 with an inside meter read, no sooner than two days before closing. At this time you will be required to provide the forwarding address of the seller and the name of the buyer (this is found on the P-TAX.)
- b. Once the amount is calculated, the Water Billing staff will contact you to provide a final amount due to close account.
- c. All water and sewer bills owed to the Village are required to be paid before the transfer stamp can be issued.
- d. Personal checks will NOT be accepted for the final payment of the water bill.

4. **REAL ESTATE TRANSFER STAMP DOCUMENT REQUIREMENTS** -Once all the above requirements have been satisfied, the seller may proceed to obtain the transfer stamp with the Office of Finance providing the following documents:

- 1. A copy of a completed and signed Village of Glendale Heights [Real Estate Transfer Stamp Declaration](#) form, signed by at least one of the sellers or grantors, purchasers, or grantees or by representing attorneys or agents.
 - 1. When the property is being exchanged for a monetary value more than \$100.00, check the box DECLARATION found on the top of the form.
 - 2. If the property is considered exempt by provisions of 3-2H-3- Exempt Transactions, check the box EXEMPTION, found on the top of the form.

REAL ESTATE TRANSFER PROGRAM – CHECK LIST

2. A copy of Certificate of Compliance or Guarantee of Compliance from the Community Development Department, if required by Code (see page 2, item number 1).
3. 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 which names the grantor and grantee, legal description of the property, address and the PIN (Property Parcel ID Number).
4. A copy of the State of Illinois Real Estate Transfer Declaration (PTAX-203) form.
A PTAX-203 form is not required when the property is considered exempt.
5. **Payment of Declaration Stamp or Exempt stamp fee must be paid at time of purchase.**
 - i. For a DECLARATION recording, the *full actual consideration (selling price)* of the transaction is the amount upon which the tax is calculated. This amount should be on the form and should match what is reported on the PTAX-203 form. **The cost of the transfer stamp is \$3.00 per \$1,000.00 of selling price, rounded to the nearest whole dollar.**
For example, if the selling price of the property is \$268,125, the tax would be \$804.
(\$268,125 / \$1,000 x \$3 = \$804.38, rounded to \$804.00)
 - ii. For an EXEMPTION recording, the processing fee with the Village of Glendale Heights is \$25.00.
 - iii. *Payment of the tax stamp must be in the form of cash, certified check, cashier check, credit card (Visa, MasterCard or Discover only), Illinois Attorney check or a title company check. Checks must be made out to the Village of Glendale Heights. Personal checks will NOT be accepted for the final payment of the transfer stamp. If mailing, please send to Village of Glendale Heights, ATTN: Real Estate Transfer Stamp, 300 Civic Center Plaza, Glendale Heights, IL 60139*