



# REAL ESTATE TRANSFER TAX

## Refund Application

### Property Information

Name \_\_\_\_\_ Property Address for Which Tax was Paid \_\_\_\_\_  Yes  No  
 Rental Property?

Current Address \_\_\_\_\_  Yes  No  
 Do you currently occupy this residence?

Remit to Address if different from above \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### Instructions

- Complete all information requested under the Property Information section and sign the application
- Attach copies of closing/settlement statements from BOTH properties (HUD-1 form)
- Email this signed form with the HUD-1 settlement statements to [finance@glendaleheights.org](mailto:finance@glendaleheights.org)

### Village Code 3-2H-9 Refund of Real Estate Transfer Tax

A grantor or seller who has paid to the Village the tax provided herein shall be entitled to a refund of three dollars (\$3.00) for every one thousand dollar (\$1,000.00) value or fraction thereof as stated in the declaration, provided any such grantor or seller presents evidence satisfactory to the Finance Director that the seller or grantor meets all of the following requirements:

A.	He or she owned and occupied the dwelling on the property for which such tax was paid as his principal residence;
B.	He or she did not rent or lease any portion(s) of the dwelling or real property sold to another person or persons;
C.	He or she buys or builds a single-family dwelling or condominium unit within the Village corporate limits within one year from the payment of the tax sought to be refunded; and
D.	He or she owns and occupies said single-family dwelling or condominium unit as his principal residence. (Ord. 2019-24, 4-18-2019)

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Administrative Use Only

Stamp number of property purchased, amount & date: Stamp# \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

Stamp number of property sold, amount & date: Stamp# \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

Outstanding past due balances due the Village: \$ \_\_\_\_\_ Description: \_\_\_\_\_

Approved refund amount: \$ \_\_\_\_\_ G/L 101-0000-411-1410

Originator Signature & Date \_\_\_\_\_

Finance Signature & Date \_\_\_\_\_