

City of Chicago Heights City Clerk's Office

DATE _____

1601 Chicago Road, Chicago Heights, IL 60411 Hours 8:30 a.m. / 5:00 p.m. Ph 708-756-5304 / Fax 708-756-5310

REAL ESTATE TRANSFER STAMP & EXEMPTION APPLICATION

____ DECLARATION ____ EXEMPTION

Check All That Apply:

____ Single Family Residence
 ____ 2 Unit Family Residence
 ____ 3 Units or Number of Units ____
 ____ Condo, Co-op, Townhouse

____ Commercial & Residential
 ____ Commercial
 ____ Industrial
 ____ Vacant Land

(For Recorder Use Only)

DEED NO. _____

DATE RECORDED _____

INSTRUCTIONS: This form must be filled out in its entirety, signed by grantor (seller) and grantee (buyer), or their attorney or agent. Submit along with copy of deed (original deed for Exemption), My Dec -- Illinois Transfer Tax form. See Transfer Tax Instruction sheet for full requirements.

Address of Property _____

Property was: Owner Occupied ____ Tenant Occupied ____ Property currently is: Occupied ____ Vacant ____

PIN # _____ Date of Deed _____ Type of Deed _____

FULL ACTUAL CONSIDERATION (include amount of mortgage & value of liabilities assumed) \$ _____

DECLARATION TRANSFER TAX \$ 4.00 per thousand or fraction thereof of full actual consideration \$ _____

EXEMPTION PROCESSING FEE \$ 100 per exemption requested for exemption classes (2) – (14) \$ _____

EXEMPTIONS: I hereby declare that this transaction is exempt from taxation under the Chicago Heights Real Estate Transfer Tax Ordinance under Section 39-106 of said ordinance. Explain fully what is taking place and why transaction is tax exempt:

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

Seller (PLEASE PRINT) _____ Seller Address (PLEASE PRINT) _____ Seller Ph: _____

X _____ Agent Ph: _____
 Signature Seller Print Name & Title if other than Seller Signature

IMPORTANT NOTICE TO PURCHASERS OF PROPERTIES TO BE RENTED: Landlords are required to obtain a municipal Residential Rental Operating License annually. Contact the Crime Free Multi Housing Police Officer at 708-756-6333 to comply.

Buyer (PRINT) _____ Buyer CURRENT Address (not property being purchased) _____ Buyer Ph: _____ (NOT AGENT)

X _____ Agent Ph: _____
 Buyer Signature Print Name & Title if other than Buyer signature

CHECK ONE: BUYER INTENDS TO OCCUPY ____ OPERATE AS A RENTAL PROPERTY ____ REHAB & SELL ____

WATER _____

CODE _____

CLERK _____ RRO _____

REAL ESTATE TRANSFER TAX EXEMPTIONS

CITY OF CHICAGO HEIGHTS

SECTION 39-106:

- (A) The tax imposed by this Section shall not apply to the following transactions, provided said transaction in each case is accompanied by a certificate setting forth the facts of such other certificate or record as the City Clerk may require:
- (1) Transactions involving property acquired by or from any governmental body;
 - (2) Transactions in which the deed or assignment secures debt or other obligations;
 - (3) Transactions in which the deeds, without additional consideration, confirm, correct, modify or supplement deeds previously recorded;
 - (4) Transactions in which the actual consideration is less than Five Hundred Dollars (\$500.00);
 - (5) Transactions in which the deeds are tax deeds;
 - (6) Transactions in which the deeds are releases of property which is security for a debt or other obligation;
 - (7) Transactions in which deeds are participation deeds;
 - (8) Transactions made pursuant to mergers, consolidations or transfers or sales of substantially all of the assets of a corporation pursuant to plans of reorganization;
 - (9) Transactions between subsidiary corporations and their parents for no consideration other than the cancellation or surrender of the subsidiary corporation's stock;
 - (10) Transactions wherein there is an actual exchange of real property except that the money difference of money's worth paid from one or the other shall not be exempt from the tax;
 - (11) Transactions representing transfers subject to the imposition of a documentary stamp tax imposed by the government of the United States;
 - (12) A transfer by lease;
 - (13) Transactions in which the deeds are issued to a holder of a mortgage, as defined by Illinois Revised Statutes, Chapter 110, paragraph 15-103, pursuant to a mortgage foreclosure proceeding or pursuant to a transfer in lieu of foreclosure; and
 - (14) Transactions involving property acquired from a qualified 501(c)(3) organization.

Section 39-108 --- REFUNDS

- (A) Reinvestment: A grantor or seller who has paid to the City Treasurer the tax provided for in Section 39-102 herein shall be entitled to a refund of such tax provided any such grantor or seller meets all of the following requirements:
- (1) Has owned and occupied the dwelling on the property for which such tax was paid as his principal residence;
 - (2) Has not rented or leased any portion(s) of the dwelling or real property sold to another person or persons;
 - (3) Has bought or built a single-family dwelling or condominium unit within the City limits within one year from the payment of the tax sought to be refunded; and
 - (4) Owns and occupies said single-family dwelling or condominium unit as his principal residence.
- (B) Senior Citizens: Any grantor or seller who is a senior citizen and who has paid to the City Treasurer the tax provided for in Section 39-102 shall be entitled to a one-time only refund of such tax, provided any one of such grantors or sellers meets all of the following requirements:
- (1) Has reached sixty-five (65) years of age or older;
 - (2) Has owned and occupied the dwelling on the property sold or transferred for more than one year prior to its sale or transfer;
 - (3) Has not rented or leased any portion(s) of the dwelling or real property to any other person or persons.

In the event any co-owner who is sixty-five (65) years of age or older 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 claim the above refund.

CITY OF CHICAGO HEIGHTS
Real Estate Transfer Stamp and Exemption Stamp Instructions

CODE ENFORCEMENT (708) 756-5328

WATER BILLING (708) 756-5344

CITY CLERK (708)756-5304

DECLARATION OF SALE: *TRANSFER TAX RATE \$4 PER \$1000 OF SALE PRICE*

➤ **SUBMIT THE FOLLOWING DOCUMENTS FOR THE DECLARATION PROCESS:**

- City of Chicago Heights Real Estate Transfer Stamp application (fully completed and signed by Seller & Buyer)
- Photocopy of the new deed or Assignment of Beneficial Interest (signatures on deed are not required)
- My Dec Form – PTAX 203 Illinois Real Estate Transfer Declaration

1. Call Code Enforcement to schedule a For Sale Inspection and to resolve any unpaid liens or building violations due.
2. Call Water Billing at least 3 days prior to loan closing to schedule final reading of water meter for Final Water bill.
3. Call City Clerk's Office to resolve any other unpaid fees or citations due.

➤ **VISIT THE FOLLOWING DEPARTMENTS IN ORDER LISTED WHEN READY TO PAY FOR TRANSFER STAMP:**

1. Code Enforcement - present transfer tax application and deed to obtain the Certificate of Occupancy after the final inspection passed, escrow posted, and all Code Enforcement requirements met.
2. Water Billing - obtain Final Water bill; pay at City Clerk's Office at time of transfer stamp payment.
3. City Clerk - submit application, photocopy of deed, Certificate of Occupancy, My Dec form, and transfer tax payment.

EXEMPTION: *\$ 100 PROCESSING FEE* (see list on back of application for transactions exempt from tax)

➤ **SUBMIT THE FOLLOWING DOCUMENTS FOR THE EXEMPTION PROCESS:**

- City of Chicago Heights Real Estate Transfer Stamp application (fully completed and signed by Seller & Buyer)
- **ORIGINAL** of deed to be recorded (Signed by Seller and notarized) or Assignment of Beneficial Interest
- My Dec Form – PTAX 203 Illinois Real Estate Transfer Declaration; Non-Profit 501 (c) (3) tax exempt status document

1. Call Code Enforcement to check if inspection required and to resolve any unpaid liens or violations.
2. Call Water Billing for balance due on water account. Account must be paid current.
3. Call City Clerk's Office to resolve any other unpaid fees or citations due.

➤ **VISIT THE FOLLOWING DEPARTMENTS IN ORDER LISTED WHEN READY TO PAY FOR EXEMPTION STAMP.**

1. Code Enforcement - present transfer tax application and original of deed to obtain Code Enforcement approval.
2. City Clerk's Office – pay water bill balance, submit transfer tax application approved by Code, **ORIGINAL** of deed to be recorded, My Dec Form and any other related documents. Pay \$100 processing fee. "Exemption" is stamped on the original of deed to be recorded with original signatures and notarization. No photocopy accepted.

ACCEPTABLE FORMS OF PAYMENT: Cash, Money Order, Debit Card, Credit Card: Visa, MasterCard, Discover, American Express, and Business Checks such as Attorney or Title. No personal checks.

SEPARATE PAYMENTS ARE REQUIRED FOR EACH PAYMENT: TRANSFER TAX, EXEMPTION FEE, WATER, OR ESCROW.
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