



Village of
Elmwood Park

11 Conti Parkway Elmwood Park, IL 60707

PRESS HARD YOU ARE MAKING THREE COPIES

Real Estate Transfer Declaration

For additional information, please call the Village Clerk's Office at (708) 452-7300, Monday thru Friday, 9:00 A.M. to 5:00 P.M.

For Office Use Only:

Date Issued _____

Issued By _____

Check One: **DEED** **ASSIGNMENT OF BENEFICIAL INTEREST OF LAND TRUST** **EXEMPTION**

INSTRUCTIONS:

- 1) This form must be filled out completely, signed by at least one of the grantors (sellers), and presented to the Village Clerk, 11 Conti Parkway, Elmwood Park, Illinois, or other designated agent, at the time of purchase of real estate transfer stamps as required by the Elmwood Park Real Estate Fee Ordinance. The stamps must be affixed to the deed, and this form attached when the title is recorded.
- 2) The full actual amount of consideration of the transaction is the amount upon which the fee is to be computed. Both the full actual consideration of the transaction and the amount of the fee stamps required must be stated on the declaration.
- 3) A copy of the Illinois Tax Declaration form must accompany an unsigned copy of any deed or assignee of beneficial interest at the time of application.
- 4) Property seller is responsible for purchase of real estate transfer stamps.
- 5) **A five (5) working day advance notice prior to closing is required for an inspection of the property.**
- 6) A refund of the transfer stamp fee paid by the seller is available provided the seller can comply with Section 41A-3 of the code.

TRANSFER STAMPS WILL NOT BE ISSUED UNTIL 24 HOURS PRIOR TO CLOSING.

Address of Property _____ Street _____ No. of Units _____

Permanent Property Index No. _____

Type of Deed or Assignment _____ Date of Deed or Closing Date _____

Full Actual Consideration (include amount of mortgage and value of liabilities assumed).....\$ _____

Amount of Fee (\$5.00 per \$1,000 or fraction thereof of full actual consideration, or \$35.00, whichever is greater).....\$ _____

Note: The Village of Elmwood Park Real Estate Transfer Fee Ordinance specifically exempts certain transactions from payment of a transfer fee. These exemptions are enumerated in Section 41A-8 of the ordinance which is printed on the reverse side of this form. To claim one of these exemptions, complete the section below:

I hereby declare that this transaction is exempt from taxation under the Elmwood Park Real Estate Transfer Fee Ordinance by paragraph(s) _____ of Section 41A-8 of said ordinance.

Details for exemption claimed: (explain) _____

Under penalty of perjury, I hereby declare the full actual consideration and above facts contained in this declaration to be true and correct.

Grantor: (Seller) (Please Print)

Name _____ Address _____ Zip Code _____ Phone _____

Signature _____ Date Signed _____

Seller or Agent

Grantee: (Buyer) (Please Print)

Name _____ Address _____ Zip Code _____ Phone _____

Signature _____ Date Signed _____

Buyer or Agent

Real Estate Co. _____ Contact _____ Phone _____

Water Billing Affidavit

Section 41A-7 of the Code of the Village of Elmwood Park, Illinois requires that any delinquent water and sewer assessments and penalties related thereto are to be paid in full before Transfer Stamps are issued. It also requires that this form contain full information necessary for the billing and collection of final water and sewer charges.

Send Final Bill To: _____

Account Number: _____ Balance Due: _____

A billing for water used from the last billing date will be determined after a final reading is obtained.

Billing Address For New Owners: _____