



Village of  
**Elmwood Park**

11 Conti Parkway Elmwood Park, IL 60707

**TRANSFER FEE REFUND APPLICATION FORM**

**For Office Use Only:**

Amount of Refund: \_\_\_\_\_

Date Refund Issued: \_\_\_\_\_

Issued By: \_\_\_\_\_

**INSTRUCTIONS:**

- 1) This form must be filled out completely, signed by the person(s) requesting the refund of the transfer fee, and presented to the Village Clerk, 11 Conti Parkway, Elmwood Park, Illinois, or other designated agent. No refund will be made unless there has been filed a Real Estate Transfer Declaration Form and there has been paid the appropriate transfer fee in connection with the applicant's purchase of a primary residence in Elmwood Park within one hundred twenty (120) days of the date of the payment of the transfer fee sought to be refunded.
- 2) Signed copies of the Real Estate Transfer Declaration forms for the sale which gave rise to the payment of the transfer fee and the purchase which gave rise to this application for a refund must be attached to this form.
- 3) A copy of the recorded deed regarding Property B (below) must be attached to this form (Applicant's purchase).
- 4) 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.

**PROPERTY A**

Address of Property Sold: \_\_\_\_\_  
Street Zip Code

Permanent Property Index No. \_\_\_\_\_ No. of Dwelling Units: \_\_\_\_\_

Date Transfer Fee Paid: \_\_\_\_\_ Amount of Transfer Fee Paid: \_\_\_\_\_

**PROPERTY B**

Address of Property Purchased: \_\_\_\_\_  
Street Zip Code

Permanent Property Index No. \_\_\_\_\_

Date Transfer Fee Paid: \_\_\_\_\_ **(MUST BE WITHIN 120 DAYS OF PROPERTY A PAYMENT)**

Under penalty of perjury, I hereby declare that I was the seller of the real property described as Property A above, that such property contained no more than five (5) residential dwelling units, that I occupied such property as my primary residence at the time that I paid the transfer fee which I now seek to be refunded, that the transfer fee sought to be refunded was paid by me, and that I occupy the real property described as Property B as my primary residence.

APPLICANT: *(Please Print)*

\_\_\_\_\_  
Name Address Zip Code

Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_

APPLICANT: *(Please Print)*

\_\_\_\_\_  
Name Address Zip Code

Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_