

City of Chicago Heights

Date of Filing with City _____

REAL ESTATE TRANSFER STAMP APPLICATION FORM

DECLARATION EXEMPTION

Check All That Apply:

- Single family residence
Condo, co-op. or town home
2-3 units (residential)
4 or more units (residential)
Combined commercial and residential use
Commercial
Industrial
Vacant land
Other (attach description)

RECORDER OR REGISTRAR'S

DEED NO. _____

DATE RECORDED _____

(For Recorder's Use Only)

INSTRUCTIONS:

This form must be filled out completely, signed by at least one of the grantors (sellers) and grantees (buyers) their attorney or agent, and presented to the CITY CLERK'S OFFICE, 1601 CHICAGO ROAD, CHICAGO HEIGHTS, IL 60411 or other designated agent, at the time of the request for the real estate transfer stamp as required by the City of Chicago Heights Real Estate Transfer Ordinance. Also, a copy of the Illinois Tax Declaration form must be submitted with the request. The stamp must be affixed to the deed when the title is recorded.

All requests for mailing of the transfer stamp must be accompanied by a self-addressed, stamped envelope.

For additional information, please call City Hall at 708-756-5300, Monday through Friday, 8:30 a.m. to 5:00 p.m.

Address of Property _____ Street _____ Zip Code _____

Permanent Property Index No. _____

Date of Deed _____ Type of Deed _____

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

Amount of Tax (\$4.00 per \$1,000 or fraction thereof of full actual consideration)* \$ _____

Note: The Chicago Heights Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are enumerated in Section 39-106 of the Ordinance which are printed on the reverse side of this form. To claim one of these exemptions, complete the appropriate blanks below:

I hereby declare that this transaction is exempt from taxation under the Chicago Heights Real Estate Transfer Tax Ordinance by paragraph(s) _____ of Section 39-106 of said ordinance.

Details of exemption claimed: (explain) _____

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

Grantor (Seller) PRINT Name Address & Zip Code Phone

Signature Seller or Agent Date

Grantee (Buyer) PRINT Name Address & Zip Code Phone

Signature Buyer or Agent Date Water Bill Code Enf

Section 39-106 — EXEMPTIONS

- (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 or 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 subsection 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 31-102 here 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.

How-To Obtain City Of Chicago Heights Real Estate Transfer Tax or Exemption Stamps

For Further Information, Please Contact the Clerk's Office: Phone (708) 756-5300 // Fax (708) 756-5310

*****VERY IMPORTANT*****

PLEASE FOLLOW THE STEPS BELOW TO ENSURE PROPER COMPLIANCE:

DECLARATION-OF-SALE CHECK-LIST:

➤ YOU WILL NEED TO PRESENT / COMPLETE THE FOLLOWING DOCUMENTS IN ORDER TO BEGIN:

- _____ • The City of Chicago Heights Real Estate Transfer Stamp Application Form (completed, signed and dated)
- _____ • A copy of the new Deed or Assignment of Beneficial Interest (Deeds need not be signed)

➤ YOU WILL NEED TO CONTACT THE FOLLOWING DEPARTMENTS:

- _____ • Code Enforcement (708) 756-5328 To Schedule a Final Inspection.
- _____ • Water Billing (708) 756-5344 To Schedule a Final Reading of Your Water Meter.

PLEASE NOTE: YOU WILL NEED TO CALL THE WATER BILLING DEPARTMENT AT LEAST 2-TO-3 DAYS PRIOR TO THE DATE OF YOUR SCHEDULED CLOSING. THE INSPECTION OF THE WATER METER BY THE CODE ENFORCEMENT DEPARTMENT IS NOT THE FINAL METER READING REQUIRED BY THE WATER BILLING DEPARTMENT.

THE TRANSFER TAX STAMP CANNOT BE ISSUED UNTIL THE ABOVE-LISTED STEPS ARE COMPLETED. ONCE CODE ENFORCEMENT HAS CONDUCTED ITS FINAL INSPECTION AND APPROVED YOUR OCCUPANCY PERMIT (OR CERTIFICATE OF COMPLIANCE) AND THE FINAL WATER BILL RECEIPT IS PRESENTED TO THE CLERK'S OFFICE, THEN THE TRANSFER TAX PAYMENT WILL BE TRANSACTED. NO EXCEPTIONS!

HOW TO CALCULATE THE AMOUNT OF THE REAL ESTATE TRANSFER TAX:

➤ The tax-rate is \$4.00 per every one-thousand dollars (\$1,000.⁰⁰) of the property's sale price, rounded off to the nearest \$1,000.⁰⁰. The sale price is the same price stated on the Illinois Department of Revenue Real Estate Transfer Declaration.

EXEMPTION STATUS CHECK-LIST:

➤ YOU WILL NEED TO PRESENT / COMPLETE THE FOLLOWING DOCUMENTS IN ORDER TO BEGIN:

- _____ • The City of Chicago Heights Real Estate Transfer Stamp Application Form (completed, signed and dated).
[Transactions qualifying for an Exemption are listed on the back of the Application Form]
- _____ • The **ORIGINAL** Deed or Assignment of Beneficial Interest. Copies or Facsimiles are NOT accepted!
- _____ • You will need to ensure that the Water account is paid-to-date; bringing the balance to zero (0).
- _____ • You will need to have the Code Enforcement Department approve the Application form.

PLEASE NOTE: THE EXEMPTION STAMP CANNOT BE ISSUED UNTIL THE ABOVE-LISTED STEPS ARE COMPLETED. ONCE CODE ENFORCEMENT APPROVES THE APPLICATION FORM, AND THE WATER ACCOUNT IS BROUGHT TO A ZERO (0) BALANCE, SIMPLY BRING ALL NECESSARY DOCUMENTS/RECEIPT(S) TO THE CLERK'S OFFICE, AT WHICH TIME THE REAL ESTATE EXEMPTION STAMP WILL BE ISSUED. THERE IS NO CHARGE FOR THIS SERVICE.

CONTRACT FOR DEED OR ARTICLES OF AGREEMENT:

➤ If the sale took place prior to January 01, 1993, the amount of taxable consideration charge for Transfer Stamps shall be based on the amount of the outstanding mortgage balance on January 01, 1993.

REFUNDS:

- Seniors (65 or older) selling their primary residence (occupied by them for over 1-year), are entitled to a one-time only refund with proof of age (i.e., valid Driver's License or State Photo I.D. card).
- Re-Investors (residents who purchased another primary residence in Chicago Heights within 18-months of the previous sale).

PLEASE NOTE: REFUNDS WILL NOT BE GRANTED IF ALL OR PART OF THE PROPERTY HAS BEEN RENTED OR LEASED TO ANOTHER PERSON OR PERSONS.

ACCEPTABLE FORMS OF PAYMENT: Cash, Money Order, Visa, MasterCard, Certified or Cashier's Checks Only.

PLEASE NOTE: SEPARATE PAYMENTS ARE REQUIRED FOR EACH TRANSACTION; I.E., TRANSFER TAX, INSPECTION/OCCUPANCY FEE, FINAL WATER BILL, AND REPAIR ESCROW FEE. PERSONAL CHECKS, REAL ESTATE CO., MORTGAGE CO., TITLE CO., BROKERAGE CO., AND/OR LAW FIRM CO. CHECKS ARE NOT ACCEPTED.

➤ Please Note: The above-referenced information is only a guide to help assist in the processing of the Real Estate Transfer Stamp Application Form.
➤ The controlling Ordinances are: MIS 92-28, 97-11 and 98-28; adopted September 21, 1992; April 21, 1997 and November 02, 1998 respectively.