

# City of Chicago Heights

DATE \_\_\_\_\_

1601 Chicago Road, Chicago Heights, IL 60411 708-756-5304 Monday – Friday 8:30 a.m. – 5:00 p.m.

## REAL ESTATE TRANSFER STAMP APPLICATION

\_\_\_\_ DECLARATION    \_\_\_\_ EXEMPTION

**Check All That Apply:**

- Single Family Residence
- Condo, Co-op, or Townhouse
- 2-3 units (Residential)
- 4 or more units (Residential)
- Commercial & Residential
- Commercial
- Industrial
- Vacant Land

(For Recorder Use Only)
DEED NO. _____
DATE RECORDED _____

**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 Tax Ordinance. Also required is a copy of the Illinois Tax Declaration form, which must be submitted with the request. The transfer tax 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.

**Address of Property** \_\_\_\_\_

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

**Date of Deed** \_\_\_\_\_ **Type of Deed** \_\_\_\_\_

<b>FULL ACTUAL CONSIDERATION (include amount of mortgage &amp; value of liabilities assumed \$</b> _____
<b>AMOUNT OF TAX \$ 4.00 per thousand or fraction thereof of full actual consideration</b> \$ _____

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. 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 \_\_\_\_\_

\_\_\_\_\_

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

**Grantor (Seller) PRINT Name**                    **New or Valid Mailing Address, Zip, Phone**

**Signature** Seller or Agent    **Print Name**                    Phone    Date

**Grantee (Buyer) PRINT Name**                    **New or Valid Mailing Address, Zip, Phone**

**Signature** Buyer or Agent    **Print Name**                    Phone    Date

**DO NOT WRITE BELOW THIS LINE**

Rev. July 13, 2017

WATER \_\_\_\_\_

CODE \_\_\_\_\_

CLERK \_\_\_\_\_