



TRANSFER STAMP GUIDELINES

Please Note: Any address numerically over 4000 is not within the city's corporate limits and requires an exemption stamp.

EXEMPTIONS – DO NOT FAX

1. Complete City of Des Plaines Real Estate Transfer Declaration form
2. Original Deed – no copies will be accepted
3. Plat of Survey – if available

DECLARATION – FAX ONLY WHAT IS NEEDED

1. Complete City of Des Plaines Real Estate Transfer Declaration form
2. PTAX 203 – IL State Tax form
3. Plat of Survey

JUDICIAL SALES – FAX ALL PAPERWORK

1. Complete City of Des Plaines Real Estate Transfer Declaration form
2. Judicial Deed
NOTE: if the Deed is exempt, the original is required
3. PTAX 203 – IL State Tax form
4. Plat of Survey – if available

- A. The stamp is not issued until processing is complete. **Processing time may vary.** All fees/fines owed to the City will be paid at the release of the stamp.
- B. Monies will be placed toward the final water/garbage bill and will also be paid at the release of the stamp. **However, this does not final the account with the Utility Department. The seller MUST contact the department at 847-391-5322 to schedule the final read and/or close the account.**

Please leave a phone number and name to contact when processing is complete. FAX NUMBER: (847) 391-5402



NO PERSONAL CHECKS ALLOWED
Applications are asked to fax their completed forms in advance of the transaction to (847) 391-5402

CITY OF DES PLAINES

1420 Miner / Northwest Highway * Des Plaines, Illinois 60016 – 4498 * (847) 391 – 5300

REAL ESTATE TRANSFER DECLARATION

CHECK ONE: DECLARATION EXEMPTION (**EXEMPTION REQUIRES ORIGINAL DEED**)

INSTRUCTIONS:

- 1) This form must be filled out completely, signed by at least one of the sellers and presented to the Real Estate Transfer Tax Clerk, Civic Center, Des Plaines, Illinois, as required by the Des Plaines Real Estate Tax Ordinance.
- 2) In cases involving an intermediary buyer, nominee or "straw man," one declaration form must be prepared for each deed that is to be recorded. One of these transactions is usually exempt under Section 4-3E-7 of the Ordinance.
- 3) **THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THE FORM:** (and only these forms)
 - * For Declaration: A copy of this form completed, the completed PTAX-203 Illinois RE Transfer Declaration (both sides) and a plat of survey of the property to be transferred.
 - * For an Exemption: A copy of this form completed and the original Deed to be filed with the county.
- 4) Real estate transfer stamps are not required for properties which have a Des Plaines mailing address but are located outside the corporate limits of the City of Des Plaines. However, the deed must be stamped EXEMPT by the Real Estate Transfer Tax Clerk. A \$10.00 processing fee is charged.
- 5) Property seller is responsible for purchase of the real estate transfer stamp.

Address of Property _____
Street Zip Code

Permanent Property Index No. _____

Property Value _____ Amount of Tax (\$2 per \$1,000) _____

- This property has been owner occupied NOTE: Non-owner occupied structures shall be inspected, approved and issued a certificate prior to issuance of a real estate transfer tax stamp. Inspection fee must be paid prior to inspection.
- This property has been non-owner occupied (property has been leased or rented)

If structure has been non-owner occupied, please provide contact person to schedule inspection.

Name _____
 Address _____
 Phone _____

OFFICE USE ONLY			
REQUIREMENT:	DEPARTMENT:	AMOUNT:	COMPLETED: (please sign name)
Water Escrow Payment (based on 60% of average of last 2 utility bills)	Finance Department/ Water Billing		

(Seller or Grantor – include all names if more than one on deed): **PLEASE PRINT**

 Name New Address Zip Code
 Signature _____ Date Signed _____
Seller or Agent

(Buyer or Grantee – include all names if more than one on deed): **PLEASE PRINT**

 Name Old Address Zip Code

We hereby declare the full actual consideration and above facts contained in this declaration to be true and correct. A copy of this declaration will be mailed to the buyer of the above real property.

EXEMPTIONS:

Note: The City of Des Plaines Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are enumerated in Section 4-3E-7 of the Ordinance which is printed below. To claim one of these exemptions, complete the appropriate blanks below:

I hereby declare that this transaction is exempt from taxation under the City of Des Plaines Real Estate Transfer Tax Ordinance by paragraph(s) _____ of Section _____ of said Ordinance.

Details for exemption claimed: (Explain)

Section 4-3E-7 The tax imposed by this article shall not apply to the following transactions:

- (a) Transactions involving property acquired by or from any governmental body or by any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious or educational purposes.
- (b) Transactions which secure debt or other obligations.
- (c) Transactions in which deeds, without additional consideration, confirm, correct, modify or supplement deeds previously recorded.
- (d) Transactions in which the actual consideration is less than one hundred dollars (\$100.00).
- (e) Transactions in which the deeds are tax deeds.
- (f) Transactions which are releases of property which is security for a debt or other obligation.
- (g) Transactions of partitions.
- (h) Transaction made pursuant to mergers, consolidations or transfers or sales of substantially all of the assets of a corporation pursuant to plans of reorganization.
- (i) Transactions between subsidiary corporations and their parents for no consideration other than the cancellation or surrender of the subsidiary corporation's stock.
- (i) Transactions wherein there is an actual exchange of real property except that the money difference or money's worth paid from one to the other shall not be exempt from the tax.
- (k) Transactions representing transfers subject to the imposition of a documentary stamp tax imposed by the government of the United States.

Every deed or other instrument which is tax exempt pursuant to this section shall be presented to the Director of Finance and Administrative Services so as to be appropriately marked by said director as an exempt deed or instrument eligible for recordation without the payment of tax. At such time as a deed or instrument is presented to the director, a certificate setting forth the facts which justify exemption shall be presented.

REQUIREMENT:	COMPLETED: (please sign name)
Utility Escrow – Other	
Housing Compliance	
Administrative Adjudication	