



7300 W. Wilson Ave. • Harwood Heights, IL 60706
Tel: (708) 867-7200 • Fax: (708) 867-3038

Date of Filing with Village _____
Cash Receipt # _____
Transfer Tax Stamp Number _____
Village Cashier _____

REAL ESTATE TRANSFER DECLARATION

Check Appropriate Box(es)

Residential Commercial Multi-Unit — No. of Units _____
 Declaration Exemption Land Trust Condo

Recorder or Registrar's
Deed No. _____
Date Recorded _____
(For Recorder's Use Only)

INSTRUCTIONS:

- 1. This form must be filled out completely, signed by at least one of the grantees (buyers), signed by at least one of the grantors (sellers), and presented to the VILLAGE OF HARWOOD HEIGHTS 7300 W. Wilson, Harwood Heights, Illinois 60706, at the time of purchase of the real estate transfer stamps as required by the VILLAGE OF HARWOOD HEIGHTS Real Estate Transfer Tax Ordinance. The stamps must be affixed to the original deed by the VILLAGE OF HARWOOD HEIGHTS and this form attached, when title is recorded.
- 2. The full actual amount of consideration of the transaction is the amount upon which the tax is to be computed. Both the full actual consideration of the transaction and the amount of the tax stamps required must be stated on the declaration.
- 3. A copy of the Illinois Tax Declaration form, signed by the grantee (buyer) of the deed or assignee of beneficial interest, must be presented to the Village Clerk, pursuant to section 35.64 of the Ordinance, at the time the real estate transfer stamps are purchased.
- 4. FINAL WATER AND SEWER BILLS AND BUILDING INSPECTION FEES MUST BE PAID IN FULL BEFORE TRANSFER STAMPS ARE ISSUED. NO PERSONAL CHECKS OVER \$50.00 WILL BE ACCEPTED FOR PURCHASE OF TRANSFER STAMPS.
- 5. For additional information, please call the Village Office at 1-708-867-7200 Monday through Friday, 9:00 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 (\$10.00 per \$1,000, or fraction thereof of full value consideration) \$ _____

EXEMPTIONS: the Village of Harwood Heights Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are enumerated in Sections 35.60 and 35.61 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 Village of Harwood Heights Real Estate Transfer Tax Ordinance by paragraph(s) _____ of section 35. _____ of said Ordinance.

Details for exemptions claimed, including documentation provided: (Such as copy of Trust Agreement, Deed, etc.) _____

A \$50.00 processing fee applies to all exempt transfers Pursuant to Section 35.62 of the Ordinance.

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

GRANTOR: (Please Print)

Name _____ Address _____ Zip Code _____
Signature _____
Seller or Authorized Agent _____ Zip Code _____

GRANTEE: (Please Print)

Name _____ Address _____ Zip Code _____
Signature _____
Buyer or Authorized Agent _____ Zip Code _____

EXEMPTIONS:

Section 35.60: The tax imposed by this Chapter shall not apply to the following transactions, provided said transaction in each case is accompanied by a certificate setting forth the facts of the transaction or such other certificate of record as the Village Clerk may require:

- A. Transactions involving property acquired by or from any governmental body, or any transaction involving property acquired by and from corporations, societies, associations, foundations or institutions organized and operated exclusively for charitable, religious or education purposes ("charitable organizations"). The latter transaction is exempt only when one charitable organization conveys property to another charitable organization.
- B. Transactions in which the deeds secure debt or other obligations;
- C. Transactions in which the deeds, without additional consideration, confirm, correct, modify or supplement deeds previously recorded;
- D. Transactions in which the actual consideration is less than five hundred dollars (\$500.00);
- E. Transactions in which the deeds are tax deeds;
- F. Transactions in which the deeds are releases of property which is security for a debt or other obligation;
- G. Transactions in which the deeds are pursuant to a court decree;
- H. Transactions wherein there is an actual exchange of real property except that the money difference or money's worth paid from one or the other shall not be exempt from the tax;
- I. Transactions representing transfers subject to the imposition of a documentary stamp imposed by the government of the United States.

Section 35.61: The taxes imposed by this Chapter shall not be imposed on or transferred by an executor or administrator to a legatee, heir or distributee when that transfer is being made pursuant to will or by intestacy. The tax provided by this Chapter shall further be exempt where the transaction is affected by operation of law or upon delivery or transfer in the following instances, provided, however, that a declaration form is filed:

- A. From a decedent to his executor or administrator;
- B. From a minor to his guardian or from a guardian to his ward upon attaining majority;
- C. From an incompetent to his conservator, or similar legal representative, or from a conservator or similar legal representative to a former incompetent upon removal of the disability;
- D. From a bank, trust company, financial institution, insurance company or other similar entity, or nominee, custodian, or trustee therefor, to a public officer or commission, or person designated by such officer or commission or by a court, in the taking over of its assets, in whole or in part, under State or Federal law regulating or supervising such institutions, nor upon redelivery or retransfer by any such transferee or successor thereto;
- E. From a bankrupt or person in receivership due to insolvency to the trustee in bankruptcy or receiver, from such receiver to such trustee or from such trustee to such receiver, nor upon redelivery or retransfer by any such transferee or successor thereto;
- F. From a transferee under subsections A through E, inclusive, to his successor acting in the same capacity, or from one such successor to another;
- G. From a foreign country or nation thereof to the United States or any agency thereof, or to the government of any foreign country directed pursuant to the authority vested in the President of the United States by section 5(b) of the Trading with the Enemy Act (40 Stat. 415), as amended, by First War Powers Act (55 Stat. 839);
- H. From trustees to surviving, substitute, succeeding or additional trustees of the same trust;
- I. Upon the death of a joint tenant by the entirety to the survivor or survivors.
- J. Transfers in which the deed or other instrument of transfer is issued to mortgagee or secured creditor pursuant to a mortgage or security interest foreclosure proceeding or sale or pursuant to a transfer in lieu of foreclosure.

Section 35.62: Every deed or other instrument which is tax exempt pursuant to this Section 35.60 or 35.61 shall be presented to the Village Clerk so as to be appropriately marked as an exempt deed or instrument eligible for recordation without the payment of tax. At such time as deed or instrument is presented to the Village Clerk, a certificate setting forth the facts which justify exemption shall be presented. A fee of \$50.00 shall be charged for the issuance of an exemption certification.

Section 35.63: For the purpose of reviewing the request for stamps, the Village shall process a request within two working days.

Section 35.72. Reinvestment: A buyer who has paid the tax provided for in Section 35.56 shall be entitled to a refund of such tax provided any such buyer meets all the requirements stated in Section 2, Ordinance 96-26.