

# VILLAGE OF HARWOOD HEIGHTS

## Real Estate Transfer Tax Requirements

### It is the sellers' responsibility to:

- The seller must have an inspection done by the Village of Harwood Heights. No transfer stamp will be given until a Compliance Certificate is Issued by the Building Department, verifying that the house has passed inspection, and all violations (if any) have been corrected.
- The seller must have a final water reading done by the Village of Harwood Heights. Please call the village no earlier than two (2) days prior to your closing date to make an appointment for your final reading. Water readings are done between 9am – 10:30am, and some one must be home between those times to let the reader in. The Village of Harwood Heights cannot enter a home unless someone is present. No transfer stamp will be issued to the buyer until the final water bill is paid.

### It is the buyers' responsibility to:

- The buyer **must** have paperwork to the Village of Harwood Heights no later than **48 hours** prior to their closing time so that the village can process the paperwork.
- The Village of Harwood Heights requires the **original** Deed, Harwood Heights Transfer Declaration, and State of Illinois Transfer Declaration.
- Payment of Transfer Stamps will be due from the buyer on the day the stamps are issued.
- Purchase a Sensus water meter                      Single Family \$225      Commercial: see water Dept.

No Transfer Stamps will be issued until all of the above requirements are met. No personal checks will be accepted as form of payment, only certified, cashier, money order, or attorney's check will be accepted. Water meter must be paid separately.

For water readings please contact Brigette                      (708) 867-7200  
For Transfer Stamp information please contact Liz              (708) 867-7200  
For Home Inspections please contact Natalie                      (708) 867-3701