

## Real Estate Transfer Tax Requirements

It is the sellers' responsibility to:

- The seller must have an inspection done by the Village of Harwood Heights at least 3-4 weeks prior to the closing.
- The seller must come in to fill out an inspection form and pay for the inspection.
- If a property is vacant, it must be registered prior to the inspection. The vacant property form is on our website, [www.harwoodheights.org](http://www.harwoodheights.org).  
No transfer stamp will be issued 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. If the seller does not correct the violation, the buyer will have to post escrow in the amount of the violations.
- 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. 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 which includes the **original Deed, Harwood Heights Transfer Declaration, and State of Illinois Transfer Declaration.**
- Payment of Transfer Stamps and escrow will be due from the buyer on the day the stamps are issued and water bill is paid.

No Transfer Stamps will be issued until all of the above requirements are met. No personal checks will be accepted as form of payment for the transfer stamp, only cash, credit card, cashier's check, money order, or attorney's checks will be accepted.

For Transfer Stamp information or to schedule a water reading please call (708)867-7200  
For Home Inspections please call (708) 867-3701