



# Real Estate Transfer Tax Declaration Form

City of Elmhurst 209 N. York Street  
Elmhurst, Illinois 60126-2759  
Phone: 630-530-3117 Fax:630-530-6403

**THIS FORM MUST BE TYPED AND SUBMITTED 3 BUSINESS DAYS IN ADVANCE**

Email to: [transferstamp@elmhurst.org](mailto:transferstamp@elmhurst.org)

### Subject Property Information

P.I.N. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Closing Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit: \_\_\_\_\_

Full Actual Consideration for Transfer:

Consideration to be Covered by Stamps:

Amount of Tax (\$1.50 per every \$1,000 or part there of taxable consideration):

### Seller Information

Full Name(s) with Middle Initial: \_\_\_\_\_

Current Address: \_\_\_\_\_

If the current address is the same as the forwarding address check this box.

If the forwarding address for the final water bill is different, provide below.

**I/We hereby declare the full actual consideration and facts in this declaration to be true and correct. (  Seller or  Agent)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Buyer Information

Full Name(s) with Middle Initial: \_\_\_\_\_

Cell Phone:(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Property Type: Business/Commercial  Residential: Owner-Occupied  Rental

Current Address (prior to purchase): \_\_\_\_\_

Billing Address (if different than the subject property address listed above): \_\_\_\_\_

### Additional requirements to obtain a Transfer Stamp

Please attach the following **COPIES** for the city to retain:

1. Signed and dated sales contract
2. Deed
3. State of Illinois MyDecs form
4. Sump pump compliance certificate

**\*\*\*PLEASE NOTE: LOST TRANSFER STAMPS CANNOT BE REPLACED, THEY MUST BE REPURCHASED\*\*\***  
-Stamps will NOT be issued for exempt transactions.

### **Pursuant to the City of Elmhurst Code, No stamps will be issued until:**

- ➡ A sump pump inspection is completed and PASSED--Call (630) 530-3020 to make arrangements for an inspection.
- ➡ A final meter reading will be done once the City has received the following: closing date, move out date, current billing name and forwarding address, new customer name and billing address if not the same as service
- ➡ All current debts (not including final utility bill) due and owing to the City with respect to the property and customer are paid in full.
- ➡ This form is completed in full and signed by seller or agent.

Billing Contact \_\_\_\_\_ Balance \_\_\_\_\_ Account No. \_\_\_\_\_

Sump Pump  Invoices  Tickets Stamp # \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_