



## Municipal Transfer Taxes 9/11/2020

All transfer information is believed to be accurate. However, contact the taxing body directly for confirmation.

| Municipality                  | Telephone    | Cost   | Party   | Other  |
|-------------------------------|--------------|--|---|--|
| Addison (BT will not obtain)  | 630-543-4100 | \$2.50/\$1,000   | Buyer   | Final water reading - 24 hours prior to close Certificate of Sewer Compliance - 2 weeks prior to close Buyer required to make 2 trips to village: 1. to complete application to establish water and sewer prior to close 2. to provide PTAX and copy of deed for stamps. Permit release required (call to verify) \$50 exempt stamp required (STAMP MUST BE PICKED UP IN PERSON)   |
| Alsip                         | 708-385-6902 | \$3.50/\$1,000<br>Title Company check is OK  | Seller  | Transfer form required - available online. Provide village copy of contract signed by both parties indicating sales price, address, and PIN#. Seller must be at home for final water meter reading. No personal checks. Will accept title company checks. \$15 exempt stamp required.  |
| Aroma Park                    | 815-937-1212 | N/C  |   | Final sewer and garbage must be paid, these expenses stay with the property meaning the sellers are not responsible after the sale when the account names are changed over so they must be cared for before the sale.  |
| Ashkum                        | 815-698-2424 | N/C  |   | No response via phone or e-mail. The garage said they meet once a month on a Tuesday night. Said best to work with a realtor.  |
| Aurora                        | 630-256-3570 | \$3.00/\$1,000   | Seller  | Exempt stamp is free. Required to get stamp: Request for Statement of Open Accounts, City Tax Declaration and P-Tax. Exempt Stamp: City Tax Declaration and Exempt Declaration. These forms are available on line at: <a href="http://www.aurora-il.org">www.aurora-il.org</a> .   |
| Bannockburn (Village of)      | 847-945-6080 | N/C  |   | Transfer of compliance request form must be submitted for all transfer of property at least 2 weeks in advance a charge of \$100 fee must also be included.  |
| Bartlett                      | 630-837-0800 | \$3.00/\$1,000   | Seller  | Transfer form required - available online. Provide village PTAX and copy of deed or sales contract. Final water bill must be paid.   |
| Batavia                       |              | No Stamp   |   | Fox metro waste bill required 630-892-4378   |
| Beach Park                    | 847-746-1770 | N/C  |   | Form on line at Village of Beach Park.com. Zoning Cert required and costs \$25.00. If property has been vacant for 6 months or shut off from the Village water for 30 days, an Interior Inspection is required and costs \$100.00  |
| Bedford Park                  | 708-458-2067 | \$50 (Flat Fee)  | Seller  | Water bills must be paid; Inspection required; has local form  |
| Bellwood (BT will not obtain) | 708-547-3500 | \$5.00/\$1,000   | Buyer/Seller. Depends on what is listed in contract as to who pays. | A pre-sale inspection that costs \$175 is required for the sale of a house or commercial business.   |
| Bensenville                   | 630-766-8200 | None   | None  | Only requirement is that is a property is vacant for over 120 days, an inspection by the City is required.   |
| Berkeley                      | 708-449-8840 | N/C  | Seller  | Seller is required to have a pre-sale inspection which costs \$300 and must be paid in cash or certified funds. Payment can be by either the Seller or the Buyer, depending on what is in the contract. If there are violations, the seller must correct them or the buyer must sign a Compliance Agreement that they will do the repairs within 90 days of closing and then have the property re-inspected to be able to occupy the property. Exempt stamp- needed for QC Deeds. <b>Original in person</b> , water bill needs to be paid at time of stamp.  |
| Berwyn (BT will not obtain)   | 708-788-2660 | \$10.00/\$1,000 or 1% of the selling price<br><b>Payment In Certified Funds Only Payable to the City of Berwyn</b> | Seller  | Final water reading - call water dept. 5 days prior to close. Final Water Bill must be paid in person when purchasing stamp. Required Property Inspection must be ordered and paid for at least 30 days prior to purchasing stamps. Report expires 6 months after date of inspection. Water Service Inspection required prior to transfer, schedule with Compliance Dept. Berwyn Declaration form(available in person or through mail). \$100 fee for exempt stamp. Original deed; MyDec; no personal checks or credit cards, CASH or Certified Funds. STAMP MUST BE PICKED UP IN PERSON; If property involves Trust or Corporation, a copy of the Trust Agreement or Corp papers are required. MLS Listing Sheet with Photo required along with Plat of Survey. All Buyers on Deed must sign Buyer Affidavits and appear at City Hall with ID required. |

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| Blue Island                                    | 708-597-8602                                 | N/C  |  | Inspection, intent to sell form needs to be filled out to schedule inspection, \$100.00 fee for single unit, all properties need a certificate to sell whether there are violations on no violations.  |
| Bolingbrook                                    | 630-226-8430<br><b>Needs Disclosure Form</b> | \$7.50/\$1000<br><b>Needs Disclosure Form</b>            | Even split<br><b>Needs Disclosure Form</b> | Final water not required – water follows the seller. Must have local disclosure form. Declaration required; original deed (and POA, if applicable) required. State dec form; \$50 fee for exempt stamp and village cert. of exemption form can be signed by either party but can't be more than 5 days old   |
| Bourbonnais                                    | 815-802-5323                                 | None   | None                                       | Village should be notified of the sale to change the sewer and garbage billing.  |
| Bradley  | 275-936-5100                                 | N/C  |  | Certificate of payment must be submitted for and issued before any real estate transactions can take place   |
| Broadview                                      | 708-681-3600                                 | \$175.00   | Seller                                     | Village inspection required. Certificate of Compliance will be issued. All debts must be paid - final water read. Need original deed. Village forms required.  |
| Brookfield                                     | 708-485-7344                                 | N/C  |  | For properties 1-3 units – Buyer must certify in writing that they have obtained a private inspection from a licensed home inspector. Buildings with 4 or more units and commercial structures require a village inspection.   |
| Buffalo Grove                                  | 847-459-2500                                 | \$3.00/\$1,000   | Seller                                     | Any balance due to village must be paid. Need their form completed. Need either copy of deed or PTAX.  |
| Burbank  | 708-599-5500                                 | \$5.00/\$1,000<br><b>Certified Funds Only</b>            | Seller                                     | Has local form; original deed required if exempt; no personal checks. **for hud buyer select the buyer has to pay for the transfer stamps.   |
| Burnham <b>(BT will not obtain)</b>            | 708-862-9150                                 | \$5.00/\$1,000   | Either                                     | Form on line at Village of Burnham. Real Estate Transfer Declaration Requirements: 1. Completed with PIN and Legal (Requires only one signature.) 2. Water/Sewer/Garbage Utility Bill - Village must obtain a final reading for final bill - please call for arrangements - 72 business hours advance notice required before closing is to be scheduled. 3. Original Signed & notarized Deed. 4. Copy of Purchase Contract or Closing Statement. |
| Burr Ridge                                     | 630-654-8181                                 | N/A  |  | Need final water read.   |
| Calumet City <b>(BT will not obtain)</b>       | 708-891-8116                                 | \$8.00/\$1,000<br><b>Payment In Certified Funds Only</b> | Even split                                 | Village "Point of Sale Notice of Intent to Transfer Property" required. \$150 Single family inspection. Village real estate transfer declaration form, 2 copies of deed, and "Consent to Accept" form required. Final water read and all liens must be paid.   |
| Calumet Park                                   | 708-389-0851                                 | \$5.00/\$1,000<br><b>Payment In Certified Funds Only</b> | Buyer                                      | Village inspection required. Certificate of Compliance will be issued. Village "Intent to Sell" and "Transfer declaration" forms required. Final water read.   |
| Carol Stream                                   | 630-665-7050                                 | \$3.00/\$1,000   | Seller                                     | Village transfer form required. Copy of real estate contract and PTAX form required. Final water read and all money owed to village must be paid. Exempt stamp - \$25.   |
| Channahon                                      | 815-467-5311                                 | \$3.00/\$1,000   | Buyer                                      | Water reading; sums due must be paid; has local form; original deed and PTAX required.   |
| Chicago  | 312-747-9723                                 | \$7.50/\$1,000<br>\$3.00/\$1,000                         | Buyer<br>Seller                            | Water/sewer bills must be paid; compliance w/building registration Ordinance; has local form; applicable to some leaseholds; certificate of zoning compliance required as of 12/1/97 for non-condo residential resales.<br><b>Zero stamp needed if deed is "exempt"</b>  |
| Chicago Heights <b>(BT will not obtain)</b>    | 708-756-5300                                 | \$4.00/\$1,000   | Seller                                     | Need City of Chicago Heights Real Estate transfer application form and a copy of the deed. Need to contact Code enforcement for final inspection. Need final water read.   |
| Cicero <b>(BT will not obtain)</b>             | 708-656-3600                                 | \$10.00/\$1,000  | Seller                                     | Water bill must be paid; original deed and state and county declarations and "basement/attic affidavit" required; Certificate of compliance and inspection required (min. 2-3 day wait) for many types of transactions, including (according to the ordinance) a mortgage refinancing; has local form; \$50.00 fee for exempt stamp  |
| Clarendon Hills                                | 630-323-3500                                 | N/C  |  | Final water bill   |
| Clifton  | 815-694-2203                                 | N/C  |  | Hours are 8:00am – 11:00 daily. For water call 815-694-2333 and ask for Cindy Rosenblum  |
| Country Club Hills <b>(BT will not obtain)</b> | 708-798-2616                                 | \$5.00/\$1,000<br><b>Certified Funds Only</b>            | Seller                                     | \$50 Inspection required. All village debts must be paid. Village transfer form required. Certificate of Occupancy will be issued. Stamps issued between 8 am - 4 pm only.   |

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| Countryside  | 708-354-7270  | \$50  | Seller   | \$100 Pre sale inspection. Village transfer form required. Water, Sanitary/sewer and weed cutting fees must be paid.   |
| Des Plaines  | 847-391-5320  | \$2/\$1000, \$10 Exempt                             | Seller   | Final water and citations/finest must be paid including <b>Transfer Stamps in full</b> . Transfer form required 5 Days Prior. <b>If Water Bill is paid prior to Closing City will not issue Stamp until 14 days after that date.</b> Survey, copy of deed and PTAX required. <b>ORIGINAL</b> deed required for exempt stamps. Allow 5 days for water reading and 5 days to send transfer form. \$25/unit for inspection on rental or leased property.  |
| Dolton <b>(BT will not obtain)</b>                       | 708-849-4000  | \$5/\$1000 plus \$50 stamp fee Certified funds only | Seller   | Required Forms: Real Estate Transaction Application, Village of Dolton Real Estate Declaration Form. \$200 Inspection fee. As Is inspections require an escrow. Require the installation & payment of \$225 for a new water meter. Roof certification required. Final water bill must be requested within 5 days of closing. Copy of deed.   |
| Downers Grove  | 630-434-5500  | N/C   |          | Inspection on Commercial (apartment bldg is considered commercial if hallways shared and units stacked)  |
| Dunlap   | 309-243-7500  | \$2.50/\$1,000                                      | Seller   |  |
| East Hazel Crest   | 708-798-0213  | \$25 (Flat Fee)                                     | Buyer    | Water bill and other sums due must be paid; has local form; final water reading  |
| Edwards  | 309- 691-1518 | \$2.50/\$1,000                                      | Seller   | Needs exempt stamp; garbage is included in tax bill; Edwards is an unincorporated community in Peoria County <b>** (Always best to charge for this as we often end up eating it because we were misinformed by village employee.)**</b>  |
| Elgin (See also South Elgin) <b>(BT will not obtain)</b> | 847-931-5639  | N/C   |          | Only requirement is that is a property is vacant for over 120 days, an inspection by the City is required. All village debts must be paid. Final water meter reading 3- 5 days before closing. Property search for code violations to be acknowledged buyer. Inspection of vacant property. Local transfer form. Copy of deed and PTAX.  |
| Elk Grove Village  | 847-439-3900  | \$3.00/\$1,000                                      | Seller   | Water and sewer bills must be paid - need water/sewer affidavit required - available online. Final water reading 2-3 days prior to closing. Transfer form required. Copy of deed and PTAX. No personal checks or credit cards. Title company check ok.   |
| Elmhurst   | 630-530-3000  | \$1.50/\$1,000                                      | Seller   | <b>As of 1/1/20:</b> Before issuance of real estate transfer stamp the follow requirements MUST be met: Approved and current Sump pump inspection certificate on file. (Make arrangements for inspection with public works 630/530-3030). Final water read. Elmhurst Real Estate Transfer Tax Declaration, signed sales contract BOTH seller and buyer, Deed (does not have to be signed) and MYDEC required. Any balances due MUST be paid with the City (current and past due utility (water/sewer) bill - final reading will be scheduled based on info provided on Elmhurst Dec page. Final bill will be mailed to sellers forwarding address; parking tickets, misc receivables. <b>(Transfer stamps are NOT issued for "Exempt" transactions).</b> |
| Elmwood Park   | 708-452-7300  | \$5.00/\$1,000 No Personal Checks                   | Seller   | "Notification of sale" form must be completed and returned before "for sale" signs are posted. Listing inspection required. Smoke alarms & carbon monoxide detectors must be in place prior to release of stamps. Village Transfer stamp dec form required. Unsigned deed and PTAX form needed. Final water bill paid. Exempt stamp - \$35.  |
| Evanston   | 847-328-2100  | \$5.00/\$1,000; \$7.00/\$1,000 over \$1.5 million   | Seller   | Village Transfer form required. Final water meter reading at least 5 days before closing. Cashier or certified check only when sale price is \$1 Million or more. \$100 Exempt stamp required.   |
| Evergreen Park   | 708-422-1551  | \$5.00/\$1,000                                      | Seller * | Final water reading; \$50 housing inspection and \$50 zoning compliance before stamps may issue; has local form * exempt deeds/buyer select then buyer pays the fee.   |
| Forest Park  | 708-366-2323  | N/C<br>Certificate of Compliance (record with deed) | Seller   | Water bills must be paid (except condos); Inspection required, contact village for information and forms; copy of Ptax and deed <b>STAMP MUST BE PICKED UP IN PERSON</b>   |

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| Franklin Park                  | 847-671-4800 | Inspection fee \$100 - single dwelling, Stamp fee \$80-<br>single | Seller<br><b>Must arrange for<br/>inspection before listing<br/>NOT after</b> | Pre- sale inspection. Documents required for sale: original survey - not older than 6 months, submitted 3 days before closing, original deed - 3 days before closing, receipt of final water payment - final reading scheduled 5 days in advance.  |
| Freeport                       | 815-235-8200 | \$4.00/\$1,000  | Seller  | Ptax and village form required - available online. Contact Freeport to see if any money is owed.   |
| Gilman                         | 815-265-4213 | N/C   |   | Final water, sewer and liens must be paid.   |
| Glen Ellyn                     | 630-469-5000 | \$3.00/\$1,000  | Seller  | Real Estate Transfer Application - available online - to be completed. Clearwater Inspection - \$50 - required. Contact 630-547-5235 at least 5 days prior. Final water and any other monies owed to Village must be paid. Real estate contract or PTAX required.  |
| Glendale Heights               | 630-260-6000 | \$3.00/\$1,000  | Seller  | \$25 Exempt stamp. \$100 Inspection. <b>(2 Deed RELOS- 2nd Inspection may be required if prperty is vacant, or Transferees move out more than 1 month prior to sale to buyer)</b> . Certificate of Compliance required in order to get transfer form. Transfer form required - available online. Copy of deed and PTAX required. Final water must be paid.                                     |
| Glencoe                        | 847-835-4111 |   | seller  | Need a final payment certificate reflecting all village utility bills are paid in full.  |
| Glenwood                       | 708-753-2400 | \$5.00/\$1,000  | Seller  | \$50 Exempt Stamp. Inspection fee- single family \$100. Certificate of Occupancy will be issued. Village transfer form required - available online. Final water bill must be paid. Copy of contract required. No personal checks accepted.   |
| Grand Subdivision in Yorkville |              |   |   | Fox metro waste bill required 630-892-4378   |
| Grant Park                     | 815-465-6531 | N/C   |   | Garbage and sewer charges must be paid. Water is through Aqua Illinois   |
| Hainesville                    | 847-223-2032 | None  | Seller  | \$40 Inspection required to obtain Occupancy Certificate. Final water must be paid   |
| Hanover Park                   | 630-372-4200 | \$3.00/\$1,000  | Seller  | \$10 Exempt fee. Final water bill and all other village debts must be paid. Transfer form -available online - and PTAX required. <b>Original Deed required for stamp.</b>  |
| Harvey (BT will not obtain)    | 708-339-4200 | \$5.00/\$1,000  | Even Split, additional \$60 -admin fee paid by buyer                          | Point of sale Inspection and water verification form required. Water verification form will be issued only after final water bill reading has been completed. Request at least 72 hours prior to closing. Other forms required and available online: real estate transfer, as-is affidavit, buyers verification form, and clearance form. <b>Need Deed or PTAX. Need real estate contract.</b> |
| Harwood Heights                | 708-867-7200 | \$10.00/\$1,000   | Buyer   | Inspection required - \$50 - paid by seller. Water bill must be paid. Village transfer form required - available online. <b>Original deed and PTAX required. \$50 exempt stamp. No personal checks.</b>  |
| Hazel Crest                    | 708-335-9600 | N/C   | Seller  | Inspection - \$100. Fire Dept does the inspection  |
| Hickory Hills                  | 708-598-4800 | None  |   | Need Sewer Inspection and Final Water Bill. Sewer Inspection can be set up with Public works at 708-598-7855. <b>Some one must be home and there is no charge for this inspection,</b>   |
| Highland Park                  | 847-432-0800 | \$5.00/\$1,000  | Seller  | Transfer form required - available online. Water bill must be paid. Need completed water utility form. Need disclosure statement signed by both seller and buyer. Copy of deed. Need original for exempt. No personal checks or credit cards accepted. Paid at City Hall 1st Floor Finance Dept  |
| Highwood                       | 847-432-1924 | N/C effective 1/12/17 until moratorium is lifted**                | Generally Seller<br><b>Call to verify</b>                                     | ** 1/12/17 at this time there is a moratorium on village requirements and stamps so nothing needs to be collected. Please continue to call to verify. The transfer fee is applicable for town of Fort Sheridan subdivision: has local form; copy of deed required, no personal checks; inspection  |
| Hillside                       | 708-449-6450 | \$7.50/\$1,000  | Buyer   | \$50 Inspection required. Survey required. PTAX required Final water and all monies owed paid. Village transfer form needed.   |
| Hoffman Estates                | 847-882-9100 | \$3.00/\$1,000  | Seller  | Request final water reading 5 days before closing. Water bill and any monies owed must be paid. Must give village advance notice - at least 24 hours - before you purchase the stamps. Village transfer form, PTAX, and deed required. \$10 Exempt stamp. Need copy of Deed.   |
| Hometown                       | 708-424-7500 | \$50 Inspection fee   | Seller  | Inspection can be done up to 6 months prior to closing   |
| Indian Head Park               | 708-246-3137 |   | Seller  | As of 11/11/16, inspections are no longer required   |
| Island Lake                    | 847-526-8764 |   |   | \$50 Owner Transfer Inspection (OTI) required. All final bills must be paid.   |



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| Itasca   | 630-773-0835                       | N/C  |        | Final water must be paid.  |
| Joliet   | 815-724-4000                       | \$3.00/\$1,000                                   | Seller | Fax completed water/lien letter 4 days prior to closing. City of Joliet Declaration Form , PTAX and deed required. \$0 exempt stamp. No personal checks. Title company checks okay. <b>(Original Deed)</b>   |
| Justice  | 708-458-2520                       | N/C  | Seller | \$100 Inspection required. All village debts must be paid.   |
| Kankakee   | 815-933-0509                       | N/C  |        | Final water and any village debts must be paid.  |
| Lake Bluff<br>(Falls under North Chicago jurisdiction) | 847-596-8681<br>or<br>847-596-8627 | \$5.00/\$1,000                                   | Buyer  | <b>There is a certain portion of the city - and certain subdivisions - that DO require a municipal stamp.</b> City's transfer declaration form required. Final water reading and all monies owed must be paid. Inspection required. Contract and/or deed required. \$50 exempt fee. They only accept Certified Checks, Money Orders, CC and Cash.  |
| Lake Forest  | 847-234-2600                       | \$4.00/\$1,000                                   | Buyer  | Transfer Tax Declaration Form required FROM SELLER (Form is located in the PC folder on the shared drive). PTAX, copy of deed. No personal checks. Will accept Attorney's or title company check. \$50 exempt fee. Storm and sanitary sewer inspection required - \$150. Final water read and all monies owed must be paid at Finance Dept 800 N. Field Dr   |
| Lansing  | 708-895-7200                       | N/C  |        | All monies owed must be paid. Transfer certificate must be submitted 3 days prior to closing. Certificate of payment issued by village Treasurer's office required- <b>Must be recorded with Deed.</b>   |
| Lebanon  | 618-537-4976                       | n/c  | Buyer  | requires an Occupancy Inspection for \$100.00 AND a Water/Sewer Deposit \$90.00 to be paid by buyer prior moving in  |
| Lincolnshire   | 847-883-8600                       | \$3.00/\$1,000                                   | Buyer  | Final water reading 3 - 5 days prior to closing. Final water bill to be paid. PTAX required. <b>(Village requires stamp to be paid for and picked up IN PERSON)</b>  |
| Lincolnwood  | 847745-4700                        | N/C  | Seller | Request a final water meter reading 5 days prior to closing. All monies owed must be paid. Certificate of Payment will be issued - \$20. No personal checks accepted.  |
| Lockport   | 815-274-4000                       | \$3.00/\$1,000.                                  | Seller | *Need to verify if Joliet stamps are required*   |
| Lynwood  | 708-758-6101                       | N/C  | Seller | \$100 Inspection required.   |
| Lyons  | 708-442-4500                       | N/C  | Seller | Inspection required - \$100 single family. All monies owed must be paid. Please call village for vacant home requirements.   |
| Manteno  | 815-929-4800                       | N/C  |        | Public sidewalk inspection. No fee.  |
| Markham  | 708-331-4905                       |  | Seller | \$125 Inspection - single family. \$50 water stamp. Final water must be paid. Certificate of Occupancy will be issued. No stamp to obtain.   |
| Matteson   | 708-283-4900                       |  | Seller | \$75 Inspection - single family. \$125 if single family with sprinkler system. All village debts to be paid. No actual stamp issued, only the inspection certificate.  |
| Maywood  | 708-450-4405                       | \$4.00/\$1,000                                   | Seller | Inspection required. Final water reading and all monies due must be paid. Certificate of Compliance, original deed, village form and PTAX required. No personal checks   |
| McCook   | 708-447-9030                       | \$5.00/\$1,000                                   | Seller | Inspection required - \$50. Need to schedule 1 - 2 weeks in advance. Village form, copy of deed and PTAX need to be submitted at least 48 hours in advance.  |
| Melrose Park   | 708-343-4000                       | No Fee For Stamp - Fee for Compliance Inspection | Seller | Inspection required. \$150.00 Go to Melrosepark.org. Click on Building Department. Click on Process of Selling a Property. Complete the Compliance Inspection request form. Seller expense. Establish a date for the Inspection. A few days after inspection, a report of all/any violations is rendered. Available at office for pickup by the Seller or his agent. Seller may pay an "As Is" Fee of \$100 and sell it in an as is condition. Seller can fix violations by hiring a contractor licensed in Melrose Park - getting building permit. If Seller unwilling to correct violations, Building Commissioner will examine the list of violations and determine amount necessary to do this work. Amount will be noted on the Inspection Report as an escrow payment. Buyer pays escrow and is allowed a prescribed period of time for the work. Buyer may apply for extension if necessary. When work completed, reinspection is required and if all work is satisfactorily completed, escrow is returned to the Buyer. Compliance Stamp is issued by Village to seller. |
| Mettawa  | 847-949-4015                       | \$5/\$1,000                                      | Buyer  | Village form, PTAX, title commitment, and copy of deed required. No personal checks.   |



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| Midlothian                              | 708-389-0200 | No Fee For Stamp and<br>No Fee For Exempt Stamp<br><b>New Requirement</b>   | Seller | A transfer stamp is required to record the deed. There is no charge for the stamp; however, all bills must be paid including the final water bill to obtain the stamp. Must complete Affidavit of Compliance regarding Carbon Monoxide and Smoke Detectors. Does not matter if they are in the home or not, the form must be completed and notarized. Return transfer stamp application, a copy of the deed and payment for any <u>outstanding bill to the Village of Midlothian to obtain the stamp.</u> |
| Monce                                   | 708-534-8301 | \$50<br>Inspection Fee  | Seller | Need Final water bill and Village Inspection which costs \$50.00. Must go in to pay for inspection and to set it up.  |
| Momence                                 | 815-472-2001 | None  |        | Only requirement is that a property is vacant for over 120 days, an inspection by the City is required.   |
| Montgomery                              |              | No Stamp  |        | Fox Meter waste bill required.  |
| Morton Grove                            | 847-965-4100 | \$3.00/\$1,000<br>On All Foreclosures/Short Sales a Declaration must be signed by the Buyer that they will make repairs required by the Building Inspector and be approved by the Building commissioner before Transfer Stamps will be issued | Seller | \$25 exempt stamp required. All village debts must be paid. Transfer form required - available online-Must be signed by one buyer/seller. Contact village 5 days prior to close to determine any outstanding debts to be paid. Cashiers checks or attorney checks ONLY  |
| Mount Prospect                          | 847-392-6000 | \$3.00/\$1,000  | Buyer  | Any liens or violations of property maintenance code must be resolved. Has local form, copy of Illinois Declaration required. Transfer form required - available online. PTAX form required. Provide copy of deed for exempt transaction. \$15 exempt stamp required. <b>***Note: water bill is no longer required to be paid to obtain stamp***</b>  |
| Naperville                              | 630-420-6059 | \$3.00/\$1,000<br><b>Stmnt Of Open Accts</b><br>Submitted 7 Days Prior (form available online)<br>No Stamps Issued without it. Naperville will complete and fax back.   | Buyer  | Statement of Open Accounts form required. Naperville will complete and fax back. Completed Statement of Open Accounts FROM Naperville must be submitted along with Ptax form; Certificate required for exemption; if nonresidential, city requires all utility bills to be paid (including a final prorated bill); Copy of consecutive contracts if 2 deed file; needs exempt stamp. Need copy of Deed.   |
| New Lenox                               | 815-462-6400 | N/C**   |        | **No New Lenox stamps, but need to check with Joliet to see if it is in Joliet city limits which would require stamps. Call village clerk with address for determination  |
| Niles                                   | 847-588-8000 | \$3.00/\$1,000  | Buyer  | Water bill must be paid; inspection required; real estate contract required; has local form-available online; \$25 exempt stamp (no inspection needed); \$25 Occupancy permit fee (buyer charge)  |
| Norridge                                | 708-453-0800 | N/C   | Seller | \$100.00 inspection fee. Copy of sales contract required. Inspection Certificate (good for 30 days) marked "passed". Provide 15 day notice for inspection. Original deed required for "rubber stamp". Need name, address and phone number for buyer and seller. Form on line.   |
| North Aurora                            | 630-897-8228 | N/C   | Seller | Final water bill must be paid. Fox metro waste bill required 630-892-4378   |
| North Chicago and/or Lake Bluff address | 847-596-8681 | \$5.00/\$1,000  | Buyer  | City's transfer declaration form required. Final water reading and all monies owed must be paid. Inspection required. Contract and/or deed required. \$50 exempt fee. <b>Needs original deed and copy of contract.</b>  |
| North Lake                              | 708-343-8700 | No Fee For Stamp<br>Inspection Certificate is \$250.00  | Seller | Pre-sale inspection required. Fee is \$250, which includes stamps.  |
| North Riverside                         | 708-447-4211 | Inspection fee is \$405   | Seller | Pre-sale inspection required. Fee is \$405. Form available on-line. Provide copy of survey. Final water must be paid.   |
| Oak Forest                              | 708-687-4050 | N/C   |        | Final water bill to be paid.  |
| Oak Lawn                                | 708-636-4400 | \$5.00/\$1,000<br><b>Certified Check Only</b>   | Seller | Village transfer form required - available online. Required at least 5 business days prior to close. All debts owed must be paid. Final water read and final bill.  |
| Oak Park                                | 708-383-6400 | \$8.00/\$1,000 - Exempt is a \$30.00 processing fee   | Seller | Pay water bill and need 1st and last page of the sales contract and copy of unsigned deed. Exempt and Condo requires Water Compliance Certificate, <b>Original Notarized Deed</b> , and Statement by Grantor and Grantee.   |
| Olympia Fields                          | 708-503-8000 | N/C   | Seller | Order final utility bill and pay a Point of Sale Inspection through the Village Inspector.  |

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| Municipality                   | Telephone      | Cost   | Party  | Other  |
|--------------------------------|----------------|--|--------|--|
| Oswego                         | 630-554-3618   | No Stamp   |        | Requires Final Water Bill.   |
| Palatine                       | 847-358-7500   | Need to check if Rolling Meadows Stamp is required   | Seller | <a href="#">Certain addresses in Palatine are subject to Rolling Meadows stamp. Rolling Meadows Real-Estate-Transfer-Tax-Form-PDF</a> <a href="#">Rolling Meadows Real-Estate-Transfer-Tax-Form-PDF (hyperlink to form with applicable Palatine Addresses)</a>   |
| Palos Hills                    | 708-598-3400   | N/C  | Seller | Requires Seller's Permit including a Home Inspection and the fee is \$50.00. Also a Final Water Bill is required.  |
| Park Forest                    | 708-748-1112   | \$5.00/\$1,000   | Seller | Inspection required to obtain a Certificate of Occupancy - \$100.00<br>Also need a copy of the contract and application.   |
| Park Ridge                     | 847-318-5289   | \$2.00/\$1,000   | Seller | Requires the Final Water Reading. EXEMPT if \$25.00.<br>Inspection need - (Original Deed) (Transfer Declaration form and the Zoning Inspection Form must be executed)  |
| Peotone                        | 708-258-3279   | N/C  |        | Contact City Hall to update the owner information.   |
| Peoria                         | 309-494-8545   | \$2.50/\$1,000   | Seller | No requirements to obtain stamp. <b>Every owner of a lot with a dwelling on it must register said lot (on an annual basis) if it's ever VACANT or NON-OWNER OCCUPIED at any time during the year. Failure to register a VACANT or NON-OWNER OCCUPIED property is subject to up to a \$500 violation fee. (Call 309-494-8588 for applicable registration form and fee.)</b> |
| Pingree Grove                  | 847-464-5533   | N/C  |        | Notify Village for Final Utility Bills.  |
| Phoenix                        | 708-331-1455   |  |        | \$50 Inspection. Final Water bill must be paid.  |
| Plainfield                     | (815) 436-7093 | <b>MUST CALL TO CHECK IF JOLIET OR ROMEOVILLE STAMPS ARE REQUIRED EVEN THOUGH PLAINFIELD PROPERTY</b>  |        | 4 digit zip code - Joliet<br>Caroline and Lake Wood Falls)<br>5 digit zip code - Romeoville (2 subdivisions)<br>Seller must notify the village of the closing date so that the final utility reading can be done.  |
| Posen                          | 708-385-0139   | N/C  | Seller | Certificate of Compliance Inspection - \$170.00<br>Must pay all fines and Water Bills.<br>If selling as is, an As Is letter is required to release the paperwork to sell the house.  |
| Richton Park                   | 708-481-8950   | None   | Seller | Must have an Occupancy Inspection done.<br>Apartment inspection is \$50.00.<br>Condo and home inspection is \$75.00.   |
| Riverdale (BT will not obtain) | 708-841-2200   | NC for Transfer Stamps   | Seller | To obtain transfer stamp the following are required:<br>Closing Affidavit<br>Inspection is also required - \$200.00. Set up with village after getting transfer stamp.<br>Copy of Deed<br>Paid Final Bill  |
| River Forest                   | 708-366-8500   | \$1.00/\$1,000   | Seller | Village transfer form required. Require 5 day notice. Zoning inspection and final water meter reading. All Village debts to be paid.   |
| River Grove                    | 708-453-8000   | <b>Exempt Stamp: \$50.00</b><br><b>Single Family: \$100.00 / includes inspection fee</b><br><b>Condo (single unit): \$100.00 / includes inspection fee</b><br><b>Commercial: priced per square footage</b><br><b>Condo Building: Contact Village for Fee</b> | Seller | The stamp fee includes an Inspection for Code Violations. If there are any Code Violations, they must be brought up to date or the Buyer has to put up an Escrow.  |
| Riverside                      | 708-447-2700   | N/C  | Seller | Seller must have an Inspection done to receive a Certificate of Compliance for Zoning and also the Final Water Bill must be paid.  |
| Robbins                        | 708-385-8940   | \$100.00 per pin and \$25.00 for an Exempt   | Seller | Inspection is required at a cost of \$240.00 and payment of Final Water Bill.  |



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| Rolling Meadows                      | 847-394-8500 | \$3.00/\$1,000 \$50.00 for EXEMPT Stamp                             | Seller | <a href="#">Final Water bill, Copy of Deed,P-Tax or My Dec, City Transfer, Rolling Meadows Real-Estate-Transfer-Tax-Form-PDF.pdf (hyperlink to form with applicable Palatine Addresses)</a>  |
| Romeoville (BT will not obtain)      | 815-886-7200 | \$3.50/\$1,000  | Buyer  | Clearance Letter is required. This letter lets you know if anything else is needed.  |
| Roselle                              | 630-671-2829 | N/C   |        |  |
| Round Lake                           | 847-546-5400 | None  |        | None   |
| Round Lake Beach                     | 847-546-2351 | None  | Seller | Occupancy Permit is required. \$60.00  |
| Round Lake Hts                       | 847-546-1206 | None  | Seller | Occupancy Inspection is required. Charge is \$75.00.   |
| Round Lake Park                      | 847-546-2790 | None  | Seller | Certificate of Occupancy is required. Charge is \$75.00.   |
| Sandwich                             | 815-786-9321 | none  | seller | Final water reading  |
| Sauk Village                         | 708-758-3330 | N/C   | Seller | Village does not do inspections. They require these areas to be inspected - roof, heat, electric, plumbing,and fireplace - if applicable. Inspections need to be done by an inspector licensed in Sauk Village. Village charges a \$50 administrative fee.   |
| Schaumburg                           | 847-895-4500 | \$1.00/\$1,000 \$10.00 for EXEMPT <u>Seniors over 65 are EXEMPT</u> | Seller | To get stamps, the following are required:<br>Deed Copy<br>P-Tax<br>Legal Description<br>Paid Water Bill<br><b><u>FOR SENIOR EXEMPTION, PROOF OF AGE IS REQUIRED.</u></b>  |
| Schiller Park                        | 847-678-2550 | None  |        | Pay Final Water Bill. (10-23-17: Don't raise on title.)  |
| Skokie                               | 847-673-0500 | \$3.00/\$1,000  | Seller | Pay all outstanding bills and notify village of sale. Zip code 60203 is on border line of Skokie and Evanston but requires SKOKIE transfer stamp - NOT Evanston  |
| South Chicago Heights                | 708-755-1880 | None  | Seller | Inspection must be done - \$175.00. Final Water Bill.  |
| South Holland                        | 708-210-2910 | N/C   | Seller | Final water bill must be paid. Transfer certificate required. Must allow 3 business days. Certificate of Payment issued by Village Treasurer office required. <b>Must be recorded with Deed.</b>   |
| South Elgin                          | 847-742-5780 | None  |        | Final Water Bill.  |
| St. Anne                             | 815-427-6783 | nc  |        | No need to raise municipal exception but Agents can't get the Smoke Inspection unless the water is paid  |
| Steger                               | 708-754-3395 | \$50  | Seller | Must pay outstanding water bills and unpaid liens  |
| Stickney                             | 708-749-4400 | \$5.00/\$1,000<br><b>Only Cash or Cashiers Check</b>                | Seller | Final water reading; original deed, state, county declarations and copy of contract required: complete local forms: inspection and zoning cert required; \$25 fee for exempt stamp   |
| Stone Park                           | 708-345-5550 | \$4.00/\$1,000  | Seller | Final water reading and house inspection is required; residence fee\$50; Exempt stamp and Illinois declaration form required; needs  |
| Streamwood                           | 630-837-0200 | \$3.00/\$1,000  | Seller | \$10 dollar fee for exempt stamp; PTAX required: Water bill must be paid; Local forms completed;   |
| Sugar Grove                          |              | No Stamp  |        | Fox metro Waste bill required 630 892-4378   |
| Summit                               | 708-563-4823 | N/C   | Seller | Final water bill paid in full before closing; Inspection required for occupancy; contact inspection dept for ordinance   |
| Sycamore                             | 815-895-4920 | \$5/\$1,000   | Buyer  | Rentals property's cannot be exempted; Buyers are required to bring fully executed copy of real estate contractand pay the tax prior to closing at the City Finance Office; Exemptions include transactions that are subject to state and county transfer stamp; Thjis includes individuals who purchase homestead real estate within the city and have been residents of the city of Sycamore for 12 consecutive months |
| University Park (BT will not obtain) | 708-534-6451 | \$1.00/\$1,000  | Seller | Transfer of Title; exempt stamp fee \$25.00; Inspection fee\$250 (no personal checks); All sums due must be paid; Complete local forms; Contract required; Buyer escrow deposit of \$2,500.00 required   |



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| Villa Park   | 630-834-8505   | N/C  | Seller | COMPLIANCE CERTIFICATE The Public Works Department must perform an inspection to verify that there are no illegal storm water connections (sump pumps, down spouts, area drains, etc.) to the sanitary sewer system on the premises.<br>\$50.00 must be paid prior, CASH, MONEY ORDER, CERTIFIED FUNDS, TITLE COMPANY CHECKS NOT ACCEPTED.   |
| Wauconda   | 847-526-9600   | N/C  | Seller | Home Inspection required***** No transfer stamps needed  |
| Waukegan   | 847-599-2500   | N/C  | Seller | INSPECTION; ZONING LETTERS AND CERTS. SELLER MUST APPLY FOR LETTER WITHIN 72 HOURS OF OFFERING PROPERTY FOR SALE AND BEFORE IT IS UNDER CONTRACT. FEE IS \$100 AND IT IS GOOD FOR 6 MONTHS. CAN BE RENEWED FOR ADDITIONAL 6 MONTHS AT NO CHARGE.   |
| Westchester<br>(Please read and pay attention to the requirements) | 708-345-0020   | No Fee   | Seller | FINAL WATER READING; FINAL WATER BILL; <b>\$225.00 HOME INSPECTION – PAYABLE IN ADVANCE AND INCLUDED WITH THE APPLICATION THAT MUST BE PAID PRIOR TO SCHEDULING THE INSPECTION. Inspection is only good for 6 mos.</b> ; ORIGINAL DEED REQUIRED; STAMP, ALSO REQUIRED BY THE RECORDER’S OFFICE TO RECORD DEED; NEED EXEMPT STAMP   |
| West Chicago   | 630-293-2200   | Deed Transfer In Lieu Of A Transfer Stamp an inspection is conducted at the cost of <b>\$.12 Cents</b> per square foot plus a base of \$100.00. It is best to check if property is incorporated or not as this does not apply to unincorporated. The address does not make it obvious. | Seller | APPLY 21 DAYS BEFORE SALE. 10 BUSINESS DAYS FROM APPLICATION TO INSPECTION. FINAL WATER METER READING MUST BE DONE AT LEAST 2 DAYS BEFORE THE CLOSING. INSPECTION AND TRANSFER STAMP ISSUED. CIVIL AND CRIMINAL PENALTIES FOR VIOLATION; NEED EXEMPT STAMP. EFFECTIVE 11/6/06, ANY DEED, LEASE OR OTHER INSTRUMENT CONVEYING OR TRANSFERING PROPERTY MUST BEAR A SEAL, STAMP OR OTHER IMPRESSION APPROVED BY THE CITY. |
| Wheaton  | 630-260-2027   | \$2.50/\$1,000   | Buyer  | WATER AND BILL MUST BE PAID; STATE DECLARATION REQUIRED; COMPLETE LOCAL FORM; NEED EXEMPT STAMP \$25.00. <b>NEED BUYER UTILITY APPLICATION FORM.</b>   |
| Wheeling   | 847-459-2600   | N/C  | Seller | EXEMPT STAMP REQUIRED; WATER, SEWER AND GARBAGE DISPOSAL ASSESSMENTS PAID IN FULL; MUST APPLY MORE THAN SEVEN DAYS PRIOR TO CLOSING; APPLICATION FORM. <b>ORIGINAL DEED REQUIRED.</b>  |
| Wilmette   | 847-251-2700   | \$3.00/\$1,000   | Buyer  | SELLER PAY FINAL WATER READING; WATER BILL AND OTHER INVOICES MUST BE PAID; HAS LOCAL FORM; NEEDS EXEMPT STAMP; NEED COPY OF EXECUTED DEED; COMPLETE LOCAL FORMS   |
| Woodridge  | 630-852-7000   | \$2.50/\$1,000   | Seller | WATER READING REQUIRED; \$100.00 OR AVERAGE OF LAST 2 BILLS DEPOSIT TOWARDS FINAL WATER BILL, IF THE SELLER DOES NOT DO THEN THE \$100.00 WILL BE APPLIED TO THE BUYER; <b>ORIGINAL DEED</b> AND STATE DECLARATION REQUIRED; HAS LOCAL FORM; NEED EXEMPT STAMP \$25.00. \$100 penalty fee if stamp is obtained more than 30 days after transfer.   |
| Worth  | 708-448-1181   | N/C  | Seller | NO FEE; NEED CERTIFICATE OF PAYMENT FOR WATER AND SEWER - \$20.00 FEE; PUBLIC WORKS INSPECTION REQUIRED; EXEMPT LETTER FOR CONDO'S   |
| Zion   | (847) 746-4000 | N/C  | Seller | • Final water meter reading required and final water bill must be paid. Call 847-746-4060 to schedule.   |