



VILLAGE OF SCHAUMBURG

**REAL ESTATE TRANSFER TAX DECLARATION  
FINANCE DEPARTMENT**

101 Schaumburg Court, Schaumburg, IL 60193  
Phone: (847) 923-4539 • Fax: (847) 923-2339/2454  
Email: mbach@ci.schaumburg.il.us

**REAL ESTATE TRANSFER TAX DECLARATION  
FULL CONSIDERATION**

Date of Deed \_\_\_\_\_

Today's Date \_\_\_\_\_

Permanent Real Estate Index Number (PIN) \_\_\_\_\_

Address of Property \_\_\_\_\_

Full Consideration (Sale Price) \$ \_\_\_\_\_

Amount of Tax Stamp \$ \_\_\_\_\_

(\$1.00 PER \$1,000.00; Please Round Up)

Name of SELLER \_\_\_\_\_

Address of SELLER (if different from property address after sale)

Name of BUYER \_\_\_\_\_

Address of BUYER (if different from property address after sale)

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

Signature of Seller or Agent \_\_\_\_\_ Date \_\_\_\_\_

**REQUIREMENTS FOR COMPLETION MUST INCLUDE:**

1. Copy of the Illinois Real Estate Transfer Declaration (PTAX 203), EZ DEC, or Sales Contract.
  2. Copy of the Deed.
  3. Copy of the legal description of the property.
  4. Payment of Water Account in full. Contact the Water Department, in advance, at (847) 923-4520 for a final water reading.
  5. Payment of any fees owed to the Village of Schaumburg.
- ♦ Residents may be eligible for a Real Estate Transfer Tax Rebate upon purchase of new village property within one year after the date of this declaration. Request for a rebate must be filed within 6 months from the date the new property is purchased. A \$10.00 processing fee applies.
  - ♦ Any application for a refund applies to the return of this transfer stamp and must be filed within 6 months after the date of this declaration. A \$10.00 processing fee applies for a transfer tax refund.

**FOR ALL MAIL REQUESTS, PLEASE INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE AND MAIL TO:  
VILLAGE OF SCHAUMBURG • ATTN. MARYELLEN BACH • 101 SCHAUMBURG COURT • SCHAUMBURG, IL 60193**

\*\*\*\*\* BELOW FOR OFFICE USE ONLY \*\*\*\*\*

Water Dept \_\_\_\_\_ Cash \_\_\_\_\_ Stamp Amount Only \$ \_\_\_\_\_

Collections \_\_\_\_\_ Charge \_\_\_\_\_ (+) Water Combo \$ \_\_\_\_\_

Customer ID \_\_\_\_\_ Check# \_\_\_\_\_ Total (Stamp & Water) \$ \_\_\_\_\_ STAMP # \_\_\_\_\_