

## **REAL ESTATE TRANSFER TAX INFORMATION SHEET**

Real Estate Transfer Stamps are a *seller's cost*. In order to purchase a Village of Bartlett Real Estate Transfer Tax stamp, *copies* of the following documents are required:

- ✓ **Illinois Real Estate Transfer Declaration  
PTAX-203**
- ✓ **Warranty Deed**
- ✓ **Village of Bartlett Real Estate Transfer  
Tax Declaration**

The *final water bill* must be paid prior to the issuance of a transfer stamp. Please call the water department at 630-837-0800 to schedule a final water meter reading at least one week prior to closing. The meter will be read prior to the designated closing date and owners can come in after 1:00 p.m. to pay the final water and purchase the transfer stamp.

Purchase price of the stamp is \$3.00 for each \$1,000 of the selling price of the home. The Village accepts cash or check only – no credit or debit cards.

Certain transactions such as foreclosures must be registered with the Building Department and will require a registry fee and inspections before release of the transfer stamp.

Certain transactions may be exempt from the payment of the transfer tax fee (Quit Claim Deeds, Trustees Deeds, Bartlett to Bartlett relocations, etc.), but a transfer stamp must still be obtained. See page 2 of the Real Estate Transfer Tax form for a complete list of exemptions, or call the Finance Department at the Village Hall.

Transfer stamps may be purchased Monday thru Friday between 8:30 a.m. and 4:30 p.m. at the address below:

Village of Bartlett  
228 S. Main Street  
Bartlett, Illinois 60103  
(630) 540-5950 Finance Department  
(630) 837-0155 Fax

Exempt stamps can be issued through the mail. Please forward the correct paperwork along with a self-addressed prepaid return envelope and the cost is free.

**Village of Bartlett**  
**Real Estate Transfer Tax Declaration**



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

Type of Deed: \_\_\_\_\_

Permanent Real Estate Index Number: \_\_\_\_\_

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

**Check Applicable Items:**

Commercial _____	Single Family _____	Multi-Unit _____
Vacant Lot _____	Single Family (New Construction) _____	Multi-Unit (New Construction) _____

**Instructions:**

1. This form must be filled out completely, signed by at least one of the sellers, grantors or assignors, and also signed by at least one of the purchasers, grantees or assignees, or by their attorneys or agents, and presented to the Village Finance Department, 228 S. Main Street, Bartlett, Illinois 60103, at the time of purchase of real estate transfer stamps as required by the Village of Bartlett Real Estate Transfer Tax Ordinance. The stamps must be affixed to the deed, assignment or facsimile, or other instrument of conveyance or transfer, prior to recording.
2. The full actual amount of consideration of the transaction is the amount which the tax is to be computed. Both the full actual consideration of the transaction and the amount of the tax stamps required must be stated on the declaration.
3. The following documents must be submitted at the time of filing this form: (a) a copy of the real estate transfer declaration to be filed pursuant to Section 3 of the Real Estate Transfer Tax Act of the State of Illinois signed by at least one of the seller(s), assignor(s) or his/her/their attorney or agent, and (b) a copy of the deed, assignment, facsimile or other instrument of conveyance or transfer to be used to convey or transfer the property involved in the transaction which is subject to the transfer tax herein imposed and which reflects the name of the seller, grantor or assignor and the purchaser, grantee or assignee, the legal description, permanent index number and street address of the property.
4. All water and sewer bills and any other debts due the Village must be paid before stamps can be issued. A final reading of the water meter will be made by the Village within three days after such request is made to Village Water Billing Department at (630) 837-0800.
5. Transactions requiring a stamp to be returned by mail must include a return postage paid envelope.
6. For additional information, please call the Finance Department at (630) 837-0800, Monday through Friday, 8:30 a.m. to 4:30 p.m.

**Full Actual Consideration:** \$ \_\_\_\_\_  
(Include amount of mortgage and value of liabilities assumed, if any)

**Amount of Tax:** \$ \_\_\_\_\_  
(\$3.00 per \$1,000, or fraction thereof full actual consideration)

**Exemptions:** The Village of Bartlett Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are listed in section 12-1-8 of the Ordinance which are printed on the reverse side of this form. To claim one of these exemptions, complete the appropriate blanks below:

I hereby declare and certify that this transaction is exempt from taxation under the Bartlett Real Estate Transfer Tax Ordinance by paragraph(s) \_\_\_\_\_ of section 12-1-8 of said Ordinance.

Details for exemptions claimed: (explain) \_\_\_\_\_

Documentation in support of claim for exemption shall be presented at such time as a deed or other instrument is presented to the Finance Department.

We hereby declare and certify the full consideration and above facts contained in this declaration to be true and correct.

**Grantor (Seller):** (Please Print)

Name: \_\_\_\_\_

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

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

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

**Grantee (Purchaser):** (Please Print)

Name: \_\_\_\_\_

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

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

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

Date of Filing with Village \_\_\_\_\_

Cash Receipt Number \_\_\_\_\_

Transfer Tax Stamp Number \_\_\_\_\_

Village Cashier \_\_\_\_\_

Date Recorded \_\_\_\_\_

EXEMPTIONS: The tax imposed by this article shall not apply to the following transactions:

- (a) Transactions involving property acquired by or from any governmental body, or by any charitable organizations. The latter transaction is exempt only when one charitable organization conveys property to another charitable organization.
- (b) Transactions which secure debt or other obligations.
- (c) Transactions in which deeds, without additional consideration, confirm, correct, modify or supplement deeds previously recorded.
- (d) Transactions in which the actual consideration is less than Five Hundred Dollars (\$500.00).
- (e) Transactions in which deeds are tax deeds.
- (f) Transactions which are releases of property which is a security for a debt or other obligation.
- (g) Transactions in which the deeds are pursuant to court decree.
- (h) Transactions made pursuant to mergers, consolidations or transfers or sales of substantially all of the assets of a corporation pursuant to plans or reorganization.
- (i) Transactions between subsidiary corporations and their parents for no consideration other than the cancellation or surrender of the subsidiary corporation's stock.
- (j) Transactions wherein there is an actual exchange of real property except that the money difference or money's worth paid from one to another shall not be exempt from the tax.
- (k) Transactions representing transfers subject to the imposition of a documentary stamp imposed by the government of the United States.
- (l) A transfer by lease.
- (m) Transactions wherein not less than one of the grantor(s) or assignor(s) has continuously resided upon the property within the Village for the past year and has evidence that not less than one of the grantor(s) or assignor(s) has either (1) closed on the purchase and has resided in a different residence within the Village within the preceding six months of the scheduled closing or transfer date on the sale or transfer transaction subject to the Village Real Estate Transfer Tax, or (2) entered into a contract to purchase a different residence within the Village within which said grantor(s) or assignor(s) intend to reside with a scheduled date as set forth in a fully executed and completed real estate sales contract not more than twelve months after the sale or transfer transaction subject to the Village Real Estate Transfer Tax.