



CITY OF CHICAGO
DEPARTMENT OF REVENUE
REAL PROPERTY TRANSFER TAX DECLARATION
FORM - 7551

STATUS []

For office use only

Richard M. Daley
Mayor

Note: this form must be filled out completely for ALL real estate transfers, including transfers for which an exemption is claimed (see Municipal Code 3-33-070). If any information is omitted, this declaration form will be deemed incomplete and you may be assessed penalties and interest. Please use black or blue ink. You must complete all pages of this form.

Section 1. General Information about Property

Street Number

Direction

Street Name

Unit/Apt #

Zip Code

PIN

PIN

PIN

For use by Cook County Recorder of Deeds

County document #

Date

☐ Check here if an exempt transfer

☐ Check here if in central business district (the area bounded by Lake Shore Drive, Halsted Street, Roosevelt Road, and Armitage Avenue).

Type of property (check appropriate box below)

1. ☐ Detached single family residence

4. ☐ Multi-unit residential building

7. ☐ Industrial

2. ☐ Condominium or Co-op

5. ☐ Mixed use (residential and commercial)

8. ☐ Vacant Land

3. ☐ Townhome

6. ☐ Commercial

9. ☐ Other (you must attach a description)

For items 4 and 5, indicate the total number of residential units:

Buildings with 4 or more residential units MUST attach to this form either (i) the original Multiple Dwelling Registration Statement or (ii) original receipt thereof, disclosing the Buyer/Transferee's registration information, as required in Section 8 of this form.

Section 2. Interest Transferred (check appropriate box below)

1. ☐ Fee title

3. ☐ "Lessee interest in a ground lease"

5. ☐ Interest in a real estate co-op

2. ☐ Beneficial interest in a land trust

4. ☐ "Controlling interest" in a "real estate entity"

6. ☐ Other (you must attach a description)

See Municipal Code 3-33-020 for definitions.

ACCOUNT NUMBER

REVISION NUMBER

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For use by Department of Revenue

Section 3. Transfers exempt from tax (check appropriate box below)

- A. Deleted
- B. ☐ Transfer involving real property acquired by or from a governmental body; or acquired by a not-for-profit charitable, religious, or educational organization; or acquired by any international organization not subject to local taxes. (IRS notice granting 501(c)(3) exemption must be attached.)
- C. ☐ Transfer in which the deed, assignment or other instrument of transfer secures debt or other obligations.
- D. ☐ Transfer in which the deed, assignment or other instrument of transfer, without additional consideration, confirms, corrects, modifies, or supplements a deed, assignment, or other instrument of transfer previously recorded or delivered.
- E. ☐ Transfer in which the transfer price is less than \$500. You must explain (attach additional sheet if necessary).
- ☐ Transfer to trust by beneficiary (ies).
- ☐ Gift ☐ Other: _____
- F. ☐ Transfer in which the deed is a tax deed.
- G. ☐ Transfer in which the deed, assignment or other instrument of transfer releases property which secures debt or other obligations.
- H. ☐ Transfer in which the deed is a deed of partition. Note: If a party receives a share greater than its undivided interest in the real property, then it must pay tax on any consideration paid for the excess.
- I. ☐ Transfer between a subsidiary corporation and its parent or between subsidiary corporations of common parent pursuant to a plan of merger or consolidation or pursuant to an agreement providing for the sale of substantially all of the seller's assets.
- J. ☐ Transfer from a subsidiary corporation to its parent for no consideration other than the cancellation or surrender of the subsidiary's stock, or transfer from a parent corporation to its subsidiary for no consideration other than the issuance or delivery to the parent of the subsidiary's stock.
- K. ☐ Transfer made pursuant to a confirmed plan of reorganization as provided under section 1146 (c) of Chapter 11 of the U. S. Bankruptcy Code of 1978, as amended.
- Provide bankruptcy court docket number:
- State of Filing/Court District /
- L. ☐ Transfer of the title to, or beneficial interest in, real property used primarily for commercial or industrial purposes located in a city enterprise zone.
- Provide enterprise zone number:
- M. ☐ Transfer in which the deed is issued to the mortgagee or secured creditor pursuant to a mortgage foreclosure proceeding or pursuant to a transfer in lieu of foreclosure.
- N. ☐ Transfer in which the purchaser has completed the State of Illinois' Home Ownership Made Easy Program (HOME).

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Section 4. Additional Transfer Information

1. Enter the earlier of (1) the date of delivery or (2) the date of recording of the instrument of transfer.

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- Yes ☐ No ☐

- Yes ☐ No ☐

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☐ Check this box if a title company is not utilized.

Last Name

[illegible]

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REVISION NUMBER

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For use by Department of Revenue

Seller/Transferor Statement

Under penalty of perjury, I certify that I have examined this return and it is true, correct, and complete.

Name of Seller if individual

Name of Seller if not individual (include trust name and number if trust)

Mailing Address (after sale)

Daytime Phone Number

City

State

Zip

[illegible]

Signature of Seller or Seller's agent (required)

Date _____

Name of Individual Signing Seller/Transferor Statement (if not the seller)

Title

[illegible]

Mailing Address

Daytime Phone Number

City

State

Zip

Business or Firm Name

Buyer/Transferee Statement

Under penalty of perjury, I certify that I have examined this return and it is true, correct, and complete.

Name of Buyer if individual

Name of Buyer if not individual (include trust name and number if trust)

Mailing Address (after sale)

Daytime Phone Number

Signature of Buyer or Buyer's Agent (required)

Date

Name of Individual Signing Buyer/Transferee Statement (if not the buyer)

Title

Mailing Address

Daytime Phone Number

City

State

Zip

Business or Firm Name

Section 8. Department Certifications

1. **Building Registration Certificate.** A Multiple Dwelling Registration Statement issued by the Department of Buildings disclosing the Buyer/Transferee's registration information is required for buildings containing either 4 or more family units or sleeping accommodations for 10 or more persons (except if the building is a condominium or a co-op) (Municipal Code 13-10-070). The Registration Statement may be obtained from the Department of Buildings in room 501 of City Hall. Check the applicable box:

☐

Registration certificate submitted

☐

Registration requirement not applicable

2. **Zoning Compliance Certificate.** A certificate of zoning compliance is required for residential property zoned for, or occupied by, buildings having five or fewer units (except if the building is a condominium, a co-op, or a newly constructed dwelling sold to the initial occupant (Municipal Code 3-33-045)). The certificate may be obtained from the Department of Zoning in room 802 of City Hall. Check the applicable box:

☐

Zoning certificate submitted

☐

Zoning certificate is not required

3. **Water Department Certification** (available at 333 South State Street, Room L L10) is required for ALL non-exempt real property transfers.

The Department of Water certifies that all water and sewer charges rendered up to

are paid in full for property located at

Account #

Application #

Certified by

Date

REVISION NUMBER

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Name of Preparer

Business or Firm Name

[illegible]

Mailing Address

[illegible]

Daytime Phone Number

[illegible]

City

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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State



Zip Code

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Date _____

1. If the deed or other instrument of transfer is recorded, then file this form with the Cook County Recorder of Deeds, County Building, 118 North Clark Street, Room 112, Chicago, IL 60602.
2. If the deed or other instrument of transfer is not recorded, then file this form with the Chicago Department of Revenue, 121 North LaSalle Street, Room 107, Chicago, IL 60602.
3. Real Property Transfer Stamps may be purchased at the Chicago Department of Revenue, 121 North LaSalle Street, Room 107, Chicago, IL 60602.

Effective date: 12/1/2001

For DOR Use Only

Postmark Date

Receipt Number

[illegible]