

ELK GROVE VILLAGE REAL ESTATE TRANSFER TAX INFORMATION SHEET

Enclosed is the packet of information regarding the Elk Grove Village Real Estate Transfer Tax. In order to process your request, the documents listed below must be completed and returned to the Finance Department. Please note, all forms must read exactly the same as the document being recorded (i.e., husband and wife's name, middle initial, and trust number). Documents failing to comply with the instructions will be returned unprocessed.

In order to apply, you will need the following:

1. The **Elk Grove Village Real Estate Tax Declaration Form** (four-part form) **with two (2) signatures**. Acceptable signatures are: buyer, buyer's agent, seller, seller's agent, or an attorney may sign for both parties.
2. **The Water/Sewer Affidavit Form, with the seller's forwarding address and date of the final water meter reading.** Final water reads must be completed within two (2) days of closing. Please contact Utility Billing at 847-357-4060 or 847-357-4061, to schedule an appointment for a final meter reading appointment. A real estate transfer stamp will not be issued if the Village has not performed a final meter reading.
3. All utility bills and any other outstanding debts due to the Village must be paid prior to the stamp issuance (We do not accept, personal checks, or company checks for outstanding debts).
4. The following documents must also be submitted to the Finance Department when requesting the Real Estate Transfer Stamp:
 - a. **One copy of the IL Real Estate Transfer Declaration (P-Tax 203 form) or an EZ Dec form.**
 - b. **One copy of the Deed.** An unexecuted copy of the deed will be accepted to purchase the stamp.
 - i. However, a copy of the signed deed must be forwarded to the Finance Department within ten (10) days after the closing of the property.
5. The purchase price of the stamp is \$3.00 per \$1,000.00 of the full actual consideration of the property. The stamp may be purchased via **cash, cashier's check, money order, attorney, or title company check**; payable to: Elk Grove Village. We do not accept credit cards, personal checks, or company checks.
6. **Residents North of Elk Grove Boulevard** (please see back of page for map), need to contact the Elk Grove Village Fire Department at 847-734-8020 for information regarding **Underground Fuel Heating Storage Tanks**.
7. The Village is not responsible for replacement of lost or stolen real estate stamps. Replacement stamp will be at full purchase price.

REQUEST FOR REFUND: Residents who sell their principal residence and re-invest in another property located within the Village may apply for a refund of their Real Estate Transfer Tax. Sellers reinvesting within the Village will be refunded \$2 of every \$3 per thousand in Real Estate Transfer Taxes Paid. Senior residents (65 years or older) may request a one-time refund of \$2 of every \$3 per thousand in Real Estate Transfer Taxes paid. The property sold or transferred must have been the senior's principal residence for more than one year and be owned by the senior. Applications for re-investment or senior refunds must be received within one (1) year from payment of the tax.

EXEMPT STAMP: If you require an *exempt* stamp, items 1 thru 3 as stated above must be completed in addition to a copy of the document to be recorded is required. There is a \$10 administrative fee per exempt stamp.

Real Estate Transfer Stamps may be purchased Monday through Friday from 8:30 a.m. to 4:30 p.m. at the Charles J. Zettek Municipal Complex located at 901 Wellington Avenue, Elk Grove Village IL 60007. Transactions processed through the mail will approximately take one week. There is a \$0.25 per page charge for all copies made by the Village to fulfill requirements. Please feel free to fax documents to our direct line at 847-357-4066.

If you have any questions or need assistance, please call the Finance Department at 847-439-3900.