



ELK GROVE VILLAGE
REAL ESTATE TRANSFER TAX/EXEMPT STAMP INFORMATION
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To Purchase Stamps: Real Estate Transfer/Exempt Stamps may be purchased at the Finance Counter at the Municipal Building, 901 Wellington Ave, Elk Grove Village, **Monday through Friday 8:30am-4:30pm**. In order to better serve you, please provide all documents in advance (drop off, email, or fax) and allow up to two business days for processing. Documents can be e-mailed to fc@elkgrove.org. Final water readings must be completed at least two days prior to closing. To schedule a final water reading, call utility billing at 847-357-4060. All Village financial obligations must be paid prior to releasing the stamp. If visiting the Finance Department for real estate transfer stamp pick-up, then please allow up to 30 minutes for processing completion of the stamp.

Real Estate Transfer Tax/Exempt Stamps may also be purchased by mail; however, allow time for the U.S. Post Office delivery schedule. If submitting by mail, please include a self-addressed envelope for the return of your documents.

Please make sure you have the following documents:

- Real Estate Transfer/Exempt Declaration Form
- Copy of the new deed
- Copy of the PTAX 203 Form or MyDec (Easy Dec), if applicable
- Water/Sewer Billing Affidavit

Pay for the Stamp: The price of the stamp is \$3.00 per \$1,000 of the full actual consideration of the property, rounded to the nearest thousand. It is the seller's or grantor's responsibility to purchase the stamp. The stamp may be purchased with **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. *The Village is not responsible for replacement of lost or stolen real estate stamps. Replacement stamps must be purchased at full price.*

Reinvestment/Senior Refunds: Residents who sell their principle residence and reinvest within the Village can apply for a refund of \$2 of every \$3 per thousand in Real Estate Transfer Taxes provided the following:

- The property for which the tax was paid was owned and occupied by the grantor/seller as the principle residence; and
- The grantor/seller did not rent or lease any portion(s) of the dwelling or real property sold to another person(s); and

- The grantor/seller buys or builds a single-family dwelling or condominium unit within the Village corporate limits within one (1) year from payment of the tax sought to be refunded;
- Application for refund must be received within one (1) year from payment of the tax sought to be refunded; and
- The grantor/seller owns and occupies the single-family dwelling or condominium unit as his principle residence.

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 provided the grantor/seller.

- Is sixty-five years of age or older; and
- Has owned or occupied the property as the principle residence for more than one (1) year prior to its sale or transfer; and
- Did not rent or lease any portion(s) of the dwelling or real property sold to another person(s);
- Application for refund must be received within one (1) year from payment of the tax sought to be refunded; and
- If the property was owned by more than one person, at least one such owners is sixty-five (65) years of age or older, and said person has owned and occupied the dwelling as the principle residence for more than one year prior to its sale, and did not rent or lease any portion(s) of the dwelling or real property to any other person(s). In the event any co-owner who is sixty-five (65) years of age or older dies prior to the sale of a qualifying dwelling, the surviving co-owner who is at least sixty (60) years of age at the time of the sale of said dwelling shall be entitled to the refund.

A copy of the resident's driver's license must be included with the request for refund. The property sold or transferred must have been owned by the senior and have been their principal residence for more than one year. A copy of the trust, including the senior's name, must also be included. Applications for reinvestment or senior refunds must be received within one year from the payment of the tax.

Required Documents:

1. **Real Estate Transfer Tax/Exempt Stamp Declaration Form**: This form must be completed in entirety with two signatures. Acceptable signatures are: seller (grantor), seller's agent, buyer (grantee), and buyer's agent. An attorney may sign for both parties. If completing the form online, three (3) printed and signed copies of the form must be provided. **All forms must read the same as the document being recorded (i.e., husband and wife's name, middle initial, and trust number).**
2. **Copy of the New Deed**: An unexecuted copy of the deed and tax form will be accepted to purchase the stamp; however, a signed copy of the documents must be forwarded to the Finance Department within 10 days after closing. Additionally, the deed should include a legal description and/or include the property's legal description as a separate attachment.

3. Copy of the [PTAX 203 Form](#) or MyDec (Easy Dec), if applicable.
4. [Water/Sewer Billing Affidavit](#): Final water readings should be completed at least two days prior to closing. Call Utility Billing at (847) 357-4060 to schedule a reading. The final water bill must be paid at the time of the stamp purchase. Fill out the top three lines as well as the forwarding address of the seller(s) and the name of the buyer(s).
5. [Underground Fuel Heating Storage Tanks Disclosure Form](#): Only required for properties located North of Elk Grove Boulevard. Sellers must provide the legal disclosure form to the buyer(s) regarding the potential presence of underground fuel heating storage tanks. Please contact the **Elk Grove Village Fire Department at (847) 734-8020** for more information.

Exempt Stamps: Items 1, 2, and 4 as stated in the “Required Documents” must be completed. There is a \$10 fee per exempt stamp. Please note, a final water read may be required for certain exempt stamps. Please contact the Finance Department for additional information.

Other Requirements: All outstanding financial obligations owed to the Village must be paid in full before a transfer/exempt stamp will be issued.