

THE VILLAGE OF
BARTLETT

228 S. MAIN STREET
BARTLETT, ILLINOIS 60103
PHONE 630.837.0800
FAX 630.837.7168

REAL ESTATE TRANSFER TAX INFORMATION SHEET

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Real Estate Transfer Stamps are a *sellers 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 or Sales Contract**
- ✓ **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 in advance to schedule a final water meter reading.

Purchase price of the stamp is \$3.00 for each \$1,000 of the selling price of the home.

Certain transactions may be exempt from the payment of the transfer tax fee, but an "*exempt*" stamp must be obtained from the Village and affixed to the deed. See the back 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 check for \$4.45 to cover the cost of mailing, or provide a prepaid return envelope. Stamps will not be sent through the regular mail service due to loss.

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