



REAL ESTATE TRANSFER TAX

REFUND APPLICATION

PROPERTY INFORMATION

	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name	Property Address for which tax was paid	Rental Property?
Current Address		Date Submitted
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you currently occupy this property?	Home Phone Number	Date Received

INSTRUCTIONS

- Complete all information requested under Property Information and sign application
- Attach a copy of the closing/settlement statements from BOTH properties.

Ordinance 4457 Refund of Tax: Section 16

A grantor, seller, assignor, or transferor who has paid the tax provided for in this article shall be entitled to a refund of such tax in the event such grantor, seller, assignor, or transferor satisfied all of the following requirements:

A	He or she was the grantor or occupier of a property, including residential, commercial, or industrial property within the corporate limits of the Village as to which taxes were paid pursuant to this ordinance; and
B	He or she did not rent or lease any portion of the previously owned dwelling or real estate to another person or persons for more than a period of one (1) year within the last three (3) years prior to sale and must have resided in the house being sold for a period of one (1) year within the last three (3) years prior to sale; and
C	He or she has purchased and occupies at the date of the application for refund another property within the Village as a replacement for the property sold; or
D	The entity contractually obligated to pay the tax is a not-for-profit corporation which is purchasing or selling a residential property within the corporate limits of the Village as part of a fund-raising event in which the property was purchased and thereafter sold within one (1) year and was constructed under a contract with a builder who agreed to transfer the property at the builder's actual cost of the land and the construction; and
E	He or she makes the application for refund not later than one (1) year after the tax payment has been made and provides adequate evidence of the fulfillment of each requirement for a refund
F	In the event he or she has purchased a replacement property as required in subsection c for the purpose of constructing a new home on said property, and he or she has an active building permit issued for the construction of a new home at the time of the expiration of the one year period as defined in subsection e, he or she may receive an extension in time of no more than an additional 6 months in which to complete and occupy the replacement property. For the purposes of this subsection, the occupancy requirement shall be deemed satisfied upon the issuance of an occupancy permit.

Signed _____

Administrative Use Only

Stamp number of property sold, amount, & date	Stamp: _____	Amount: _____	Date: _____
Stamp number of property purchased, amount, & date	Stamp: _____	Amount: _____	Date: _____
Is water/sewer account set-up for current address?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Approved Refund Amount:	\$ _____	G/L: 4000-410600	

Accounts Manager _____

Date _____