



REAL ESTATE TRANSFER TAX

STAMP APPLICATION

Stamp No.

Declaration Exemption

- This form must be filled out completely and signed by at least one of the grantors (sellers), grantees (buyers) or agents thereof.
- A fully executed and completed copy of the signed real estate sales contract or P-Tax must be presented to obtain the real estate transfer stamps. In the case of an exempt stamp, a copy of the signed deed must be presented.
- The full, actual amount of the consideration of the transaction is the amount upon which any tax would be computed. The full, actual consideration of the transaction must be stated on the declaration.
- A final water meter reading must be taken and the final water bill, along with all other monies owed the Village, must be paid prior to issuance of the real estate stamp. Please contact the Cashier's Office at 630-547-5235 at least five (5) working days prior to closing to schedule an appointment for a final reading.
- Clearwater Inspection must be completed on all residential property to receive a RETT (includes exempt transaction). Please contact Public Works at 630-469-6756 at least five (5) working days prior to closing to schedule an appointment. There is a \$50.00 fee for the inspection.
- If you are relocating within the Village of Glen Ellyn, you may be eligible for a refund of your Real Estate Transfer Tax. You are required to apply for a refund within one year of the tax payment. Please contact the Cashier's Office at 630-547-5235 for more information and a refund application.

Property Address _____

P.I.N. _____

Type of Property

Single Family Detached

Single Family Attached

Other _____

Closing Date _____

Type of Deed _____

Sales Price (Full Actual Consideration) _____

Tax Amount* _____

* Amount of tax is \$3.00 per \$1,000.00 or fraction thereof, of the full sale price or actual consideration (Whole Dollars)

The Village of Glen Ellyn Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation.

I hereby declare that this transaction is exempt from taxation under the Glen Ellyn Real Estate Tax Ordinance.
Please list exemption claimed _____.

Details for exemption claimed (explain):

- A Deeds or trust documents that secure debt or other obligation and through which no transfer of possession or use occurs;
- B Deeds or trust documents that, without additional consideration, confirm, correct, modify, or supplement a deed or trust document that was previously recorded;
- C Deeds or trust documents where the actual consideration is less than One Hundred Dollars (\$100.00);
- D Tax deeds;
- E Deeds or trust documents that release property that is security for a debt or other obligation;
- F Deeds of partition;
- G Deeds or trust documents made pursuant to merger, consolidations, or transfers or sale of substantially all of the assets of corporations pursuant to plans of reorganization under the Federal Internal Code or Title 11 of the Federal Bankruptcy Act;
- H Deeds or trust documents made by a subsidiary corporation to its parent corporation for no consideration other than the cancellation or surrender of the subsidiary's stock;
- I Deeds wherein there is an actual trade or exchange of real estate and trust documents wherein there is an actual trade or exchange of beneficial interests, except that money differences or monies worth paid from one to the other shall not be exempt from the tax;
- J Deeds representing transfers subject to the imposition of a documentary stamp tax imposed by the government of the United States, except that such need shall not be exempt from filing declaration;
- K Deed or trust documents involving real estate acquired by or from any governmental body;
- L Deeds or trust documents involving the exchange of real estate from one spouse to another as a result of a duly executed divorce.

Signed _____

Name _____

Date _____

Seller's Forwarding Address _____