



FINANCE DEPARTMENT  
1420 Miner Street  
Des Plaines, IL 60016  
P: 847.391.5300  
desplaines.org

## TRANSFER STAMP GUIDELINES

**Please Note: addresses numerically over 4000 are not within the city's corporate limits and require exemption stamps, with the exception of 9601 Golf Rd.**

### **EXEMPTIONS\* – DO NOT FAX**

1. Completed City of Des Plaines Real Estate Transfer Declaration form  
\*Exemptions where a grantor is coming off title or the form of ownership is changing (e.g., individual to land trust or LLC; one LLC to another LLC, land trust to LLC, etc.) require utilities be paid to date. Completion of the **Real Estate Transfer Stamp Final Utility Billing Request** is required for this.
2. Original Deed – no copies will be accepted
3. \$10 Processing Fee

### **DECLARATION (PROPERTY SALES) – FAX ONLY WHAT IS REQUESTED** **(Includes exempt sales by Fannie Mae, Freddie Mac or HUD)**

1. Completed City of Des Plaines Real Estate Transfer Declaration form, **including** Real Estate Transfer Stamp Final Utility Billing Request
2. IL State Tax form (MyDec or PTAX 203)
3. Deed for this sale (can be unsigned)
4. Plat of Survey, if one is being used at closing (can be sent separately)
5. A residential, non-owner occupied (i.e., rented, leased, family or friends living in but not owner, or foreclosed) property requires an inspection prior to issuing the transfer stamp. To start process, submit a \$25/unit **prepayment** along with the name and phone number of a contact who will meet the inspector.

### **PLEASE NOTE:**

- A. The stamp is not issued until processing is complete. **Processing time may vary, allow at least five business days.**
- B. We notify the contact when stamp can be picked up.
- C. All fees/fines owed to the City will be paid with the transfer stamp.
- D. We **DO NOT** return anything by FedEx. We can return by UPS or US mail. We do not provide next day processing/returns for overnight submissions.

**Please include a phone number and name and/or email address to contact when processing is complete.**

**FOR QUESTIONS, CALL 847.391.5325 OR 847.391.5300  
FAX NUMBER: 847.391.5402**



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NO PERSONAL CHECKS ALLOWED
For property sales, applications must be faxed to
847.391.5402 five working days
before picking up the stamp.

REAL ESTATE TRANSFER DECLARATION

CHECK ONE: [ ] DECLARATION [ ] EXEMPTION (EXEMPTION REQUIRES ORIGINAL DEED)

INSTRUCTIONS:

- 1) This form must be filled out completely, signed by at least one of the sellers and presented to the Real Estate Transfer Tax Clerk, Civic Center, Des Plaines, Illinois, as required by the Des Plaines Real Estate Tax Ordinance.
2) In cases involving an intermediary buyer, nominee or "straw man," one declaration form must be prepared for each deed that is to be recorded. One of these transactions is usually exempt under Section 15-7-7 of the Ordinance.
3) THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THE FORM: (and only these forms)
\* For Declaration: Completed Real Estate Transfer Declaration, completed MyDec and a plat of survey of the property to be transferred.
\* For an Exemption: A copy of this form completed and the original Deed to be filed with the county.
4) Real estate transfer stamps are not required for properties which have a Des Plaines mailing address but are located outside the corporate limits of the City of Des Plaines. However, the deed must be stamped EXEMPT by the Real Estate Transfer Tax Clerk. A \$10.00 processing fee is charged.
5) Property seller is responsible for purchase of the real estate transfer stamp.

Address of Property \_\_\_\_\_
Street Zip Code

Permanent Property Index No. \_\_\_\_\_

Property Value \_\_\_\_\_ Amount of Tax (\$2 per \$1,000) \_\_\_\_\_

- [ ] This property has been owner occupied
[ ] This property has been non-owner occupied (property has been leased or rented)
NOTE: Non-owner occupied structures shall be inspected, approved and issued a certificate prior to issuance of a real estate transfer tax stamp. Inspection fee must be paid prior to inspection.

If structure has been non-owner occupied, please provide contact person to schedule inspection.

Name \_\_\_\_\_
Address \_\_\_\_\_
Phone \_\_\_\_\_

Table with 4 columns: REQUIREMENT, DEPARTMENT, AMOUNT, COMPLETED. Row 1: Water Escrow Payment (based on 60% of average of last 2 utility bills), Finance Department/ Water Billing, (please sign name)

(Seller or Grantor – include all names if more than one on deed): PLEASE PRINT

Name New Address Zip Code
Signature Date Signed
Seller or Agent

(Buyer or Grantee – include all names if more than one on deed): PLEASE PRINT

Name Old Address Zip Code

We hereby declare the full actual consideration and above facts contained in this declaration to be true and correct. A copy of this declaration will be mailed to the buyer of the above real property.

**EXEMPTIONS:**

Note: The City of Des Plaines Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are enumerated in Section 15-7-7 of the Ordinance which is printed below. To claim one of these exemptions, complete the appropriate blanks below:

I hereby declare that this transaction is exempt from taxation under the City of Des Plaines Real Estate Transfer Tax Ordinance by paragraph(s) \_\_\_\_\_ of Section 15-7-7 of said Ordinance.

Details for exemption claimed: (Explain) \_\_\_\_\_

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Section 15-7-7: 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 corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious or educational purposes.
- (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 one hundred dollars (\$100.00).
- (e) Transactions in which the deeds are tax deeds.
- (f) Transactions which are releases of property which is security for a debt or other obligation.
- (g) Transactions of partitions.
- (h) Transaction made pursuant to mergers, consolidations or transfers or sales of substantially all of the assets of a corporation pursuant to plans of reorganization.
- (i) Transactions between subsidiary corporations and their parents for no consideration other than the cancellation or surrender of the subsidiary corporation's stock.
- (i) Transactions wherein there is an actual exchange of real property except that the money difference or money's worth paid from one to the other shall not be exempt from the tax.
- (k) Transactions representing transfers subject to the imposition of a documentary stamp tax imposed by the government of the United States.

Every deed or other instrument which is tax exempt pursuant to this section shall be presented to the Director of Finance and Administrative Services so as to be appropriately marked by said director as an exempt deed or instrument eligible for recordation without the payment of tax. At such time as a deed or instrument is presented to the director, a certificate setting forth the facts which justify exemption shall be presented.



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**FINAL UTILITY BILL PROCESS FORM**

**PLEASE RETURN THIS FORM 5 BUSINESS DAYS PRIOR TO CLOSING**

The City of Des Plaines requires all property owners selling or transferring real estate to pay any water, sewer and garbage fees in full with the issuance of the Real Estate Transfer Stamp. Payment is also required for exemptions where a grantor is coming off title or the form of ownership is changing (e.g., individual to land trust or LLC; one LLC to another LLC, land trust to LLC, etc.) The final bill amount will be included with the Real Estate Transfer or Exemption Stamp and must be paid with cash, credit card (Visa, MasterCard, Discover or American Express), cashier’s check, certified check, attorney or title company check. **PERSONAL/ COMMERCIAL CHECKS ARE NOT ACCEPTED. Failure to comply with this form will delay the issuance of the Real Estate Transfer Stamp.**

**PLEASE PRINT**

**SERVICE ADDRESS:** \_\_\_\_\_

**SCHEDULED CLOSING DATE:** \_\_\_\_\_

Property is a condominium and utilities are paid the by the association. (If box is checked, do not complete the rest of this form.)

**SELLER’S NAME:** \_\_\_\_\_

**FORWARD ADDRESS:** \_\_\_\_\_

**SELLER’S PHONE NUMBER:** \_\_\_\_\_

**BUYER’S NAME:** \_\_\_\_\_

**MUST CHECK ONE BOX:**

Water meter for property has been changed since January 1, 2014 and is now a SENSUS meter. [If this box is checked, City will obtain meter reading.]

Water meter for property has not been changed since January 1, 2014. Seller or his agent must call Public Works at 847.391.5464 and set up appointment for PW to read meter and install new SENSUS meter.

**If this is a commercial property, are current tenants staying?**  Yes  No

***\*NOTE: If this property does not close as scheduled, the City of Des Plaines must be immediately notified by the seller or seller’s agent.***