



Municipal Transfer Taxes 9/11/2020

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Municipality	Telephone	Cost	Party	Other
Addison (BT will not obtain)	630-543-4100	\$2.50/\$1,000	Buyer	Final water reading - 24 hours prior to close Certificate of Sewer Compliance - 2 weeks prior to close Buyer required to make 2 trips to village: 1. to complete application to establish water and sewer prior to close 2. to provide PTAX and copy of deed for stamps. Permit release required (call to verify) \$50 exempt stamp required (STAMP MUST BE PICKED UP IN PERSON)
Alsip	708-385-6902	\$3.50/\$1,000 Title Company check is OK	Seller	Transfer form required - available online. Provide village copy of contract signed by both parties indicating sales price, address, and PIN#. Seller must be at home for final water meter reading. No personal checks. Will accept title company checks. \$15 exempt stamp required.
Aroma Park	815-937-1212	N/C		Final sewer and garbage must be paid, these expenses stay with the property meaning the sellers are not responsible after the sale when the account names are changed over so they must be cared for before the sale.
Ashkum	815-698-2424	N/C		No response via phone or e-mail. The garage said they meet once a month on a Tuesday night. Said best to work with a realtor.
Aurora	630-256-3570	\$3.00/\$1,000	Seller	Exempt stamp is free. Required to get stamp: Request for Statement of Open Accounts, City Tax Declaration and P-Tax. Exempt Stamp: City Tax Declaration and Exempt Declaration. These forms are available on line at: www.aurora-il.org .
Bannockburn (Village of)	847-945-6080	N/C		Transfer of compliance request form must be submitted for all transfer of property at least 2 weeks in advance a charge of \$100 fee must also be included.
Bartlett	630-837-0800	\$3.00/\$1,000	Seller	Transfer form required - available online. Provide village PTAX and copy of deed or sales contract. Final water bill must be paid.
Batavia		No Stamp		Fox metro waste bill required 630-892-4378
Beach Park	847-746-1770	N/C		Form on line at Village of Beach Park.com. Zoning Cert required and costs \$25.00. If property has been vacant for 6 months or shut off from the Village water for 30 days, an Interior Inspection is required and costs \$100.00
Bedford Park	708-458-2067	\$50 (Flat Fee)	Seller	Water bills must be paid; Inspection required; has local form
Bellwood (BT will not obtain)	708-547-3500	\$5.00/\$1,000	Buyer/Seller. Depends on what is listed in contract as to who pays.	A pre-sale inspection that costs \$175 is required for the sale of a house or commercial business.
Bensenville	630-766-8200	None	None	Only requirement is that is a property is vacant for over 120 days, an inspection by the City is required.
Berkeley	708-449-8840	N/C	Seller	Seller is required to have a pre-sale inspection which costs \$300 and must be paid in cash or certified funds. Payment can be by either the Seller or the Buyer, depending on what is in the contract. If there are violations, the seller must correct them or the buyer must sign a Compliance Agreement that they will do the repairs within 90 days of closing and then have the property re-inspected to be able to occupy the property. Exempt stamp- needed for QC Deeds. Original in person , water bill needs to be paid at time of stamp.
Berwyn (BT will not obtain)	708-788-2660	\$10.00/\$1,000 or 1% of the selling price Payment In Certified Funds Only Payable to the City of Berwyn	Seller	Final water reading - call water dept. 5 days prior to close. Final Water Bill must be paid in person when purchasing stamp. Required Property Inspection must be ordered and paid for at least 30 days prior to purchasing stamps. Report expires 6 months after date of inspection. Water Service Inspection required prior to transfer, schedule with Compliance Dept. Berwyn Declaration form(available in person or through mail). \$100 fee for exempt stamp. Original deed; MyDec; no personal checks or credit cards, CASH or Certified Funds. STAMP MUST BE PICKED UP IN PERSON; If property involves Trust or Corporation, a copy of the Trust Agreement or Corp papers are required. MLS Listing Sheet with Photo required along with Plat of Survey. All Buyers on Deed must sign Buyer Affidavits and appear at City Hall with ID required.

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Blue Island	708-597-8602	N/C		Inspection, intent to sell form needs to be filled out to schedule inspection, \$100.00 fee for single unit, all properties need a certificate to sell whether there are violations on no violations.
Bolingbrook	630-226-8430 Needs Disclosure Form	\$7.50/\$1000 Needs Disclosure Form	Even split Needs Disclosure Form	Final water not required – water follows the seller. Must have local disclosure form. Declaration required; original deed (and POA, if applicable) required. State dec form; \$50 fee for exempt stamp and village cert. of exemption form can be signed by either party but can't be more than 5 days old
Bourbonnais	815-802-5323	None	None	Village should be notified of the sale to change the sewer and garbage billing.
Bradley	275-936-5100	N/C		Certificate of payment must be submitted for and issued before any real estate transactions can take place
Broadview	708-681-3600	\$175.00	Seller	Village inspection required. Certificate of Compliance will be issued. All debts must be paid - final water read. Need original deed. Village forms required.
Brookfield	708-485-7344	N/C		For properties 1-3 units – Buyer must certify in writing that they have obtained a private inspection from a licensed home inspector. Buildings with 4 or more units and commercial structures require a village inspection.
Buffalo Grove	847-459-2500	\$3.00/\$1,000	Seller	Any balance due to village must be paid. Need their form completed. Need either copy of deed or PTAX.
Burbank	708-599-5500	\$5.00/\$1,000 Certified Funds Only	Seller	Has local form; original deed required if exempt; no personal checks. **for hud buyer select the buyer has to pay for the transfer stamps.
Burnham (BT will not obtain)	708-862-9150	\$5.00/\$1,000	Either	Form on line at Village of Burnham. Real Estate Transfer Declaration Requirements: 1. Completed with PIN and Legal (Requires only one signature.) 2. Water/Sewer/Garbage Utility Bill - Village must obtain a final reading for final bill - please call for arrangements - 72 business hours advance notice required before closing is to be scheduled. 3. Original Signed & notarized Deed. 4. Copy of Purchase Contract or Closing Statement.
Burr Ridge	630-654-8181	N/A		Need final water read.
Calumet City (BT will not obtain)	708-891-8116	\$8.00/\$1,000 Payment In Certified Funds Only	Even split	Village "Point of Sale Notice of Intent to Transfer Property" required. \$150 Single family inspection. Village real estate transfer declaration form, 2 copies of deed, and "Consent to Accept" form required. Final water read and all liens must be paid.
Calumet Park	708-389-0851	\$5.00/\$1,000 Payment In Certified Funds Only	Buyer	Village inspection required. Certificate of Compliance will be issued. Village "Intent to Sell" and "Transfer declaration" forms required. Final water read.
Carol Stream	630-665-7050	\$3.00/\$1,000	Seller	Village transfer form required. Copy of real estate contract and PTAX form required. Final water read and all money owed to village must be paid. Exempt stamp - \$25.
Channahon	815-467-5311	\$3.00/\$1,000	Buyer	Water reading; sums due must be paid; has local form; original deed and PTAX required.
Chicago	312-747-9723	\$7.50/\$1,000 \$3.00/\$1,000	Buyer Seller	Water/sewer bills must be paid; compliance w/building registration Ordinance; has local form; applicable to some leaseholds; certificate of zoning compliance required as of 12/1/97 for non-condo residential resales. Zero stamp needed if deed is "exempt"
Chicago Heights (BT will not obtain)	708-756-5300	\$4.00/\$1,000	Seller	Need City of Chicago Heights Real Estate transfer application form and a copy of the deed. Need to contact Code enforcement for final inspection. Need final water read.
Cicero (BT will not obtain)	708-656-3600	\$10.00/\$1,000	Seller	Water bill must be paid; original deed and state and county declarations and "basement/attic affidavit" required; Certificate of compliance and inspection required (min. 2-3 day wait) for many types of transactions, including (according to the ordinance) a mortgage refinancing; has local form; \$50.00 fee for exempt stamp
Clarendon Hills	630-323-3500	N/C		Final water bill
Clifton	815-694-2203	N/C		Hours are 8:00am – 11:00 daily. For water call 815-694-2333 and ask for Cindy Rosenblum
Country Club Hills (BT will not obtain)	708-798-2616	\$5.00/\$1,000 Certified Funds Only	Seller	\$50 Inspection required. All village debts must be paid. Village transfer form required. Certificate of Occupancy will be issued. Stamps issued between 8 am - 4 pm only.

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Countryside	708-354-7270	\$50	Seller	\$100 Pre sale inspection. Village transfer form required. Water, Sanitary/sewer and weed cutting fees must be paid.
Des Plaines	847-391-5320	\$2/\$1000, \$10 Exempt	Seller	Final water and citations/finest must be paid including Transfer Stamps in full . Transfer form required 5 Days Prior. If Water Bill is paid prior to Closing City will not issue Stamp until 14 days after that date. Survey, copy of deed and PTAX required. ORIGINAL deed required for exempt stamps. Allow 5 days for water reading and 5 days to send transfer form. \$25/unit for inspection on rental or leased property.
Dolton (BT will not obtain)	708-849-4000	\$5/\$1000 plus \$50 stamp fee Certified funds only	Seller	Required Forms: Real Estate Transaction Application, Village of Dolton Real Estate Declaration Form. \$200 Inspection fee. As Is inspections require an escrow. Require the installation & payment of \$225 for a new water meter. Roof certification required. Final water bill must be requested within 5 days of closing. Copy of deed.
Downers Grove	630-434-5500	N/C		Inspection on Commercial (apartment bldg is considered commercial if hallways shared and units stacked)
Dunlap	309-243-7500	\$2.50/\$1,000	Seller	
East Hazel Crest	708-798-0213	\$25 (Flat Fee)	Buyer	Water bill and other sums due must be paid; has local form; final water reading
Edwards	309- 691-1518	\$2.50/\$1,000	Seller	Needs exempt stamp; garbage is included in tax bill; Edwards is an unincorporated community in Peoria County ** (Always best to charge for this as we often end up eating it because we were misinformed by village employee.)**
Elgin (See also South Elgin) (BT will not obtain)	847-931-5639	N/C		Only requirement is that is a property is vacant for over 120 days, an inspection by the City is required. All village debts must be paid. Final water meter reading 3- 5 days before closing. Property search for code violations to be acknowledged buyer. Inspection of vacant property. Local transfer form. Copy of deed and PTAX.
Elk Grove Village	847-439-3900	\$3.00/\$1,000	Seller	Water and sewer bills must be paid - need water/sewer affidavit required - available online. Final water reading 2-3 days prior to closing. Transfer form required. Copy of deed and PTAX. No personal checks or credit cards. Title company check ok.
Elmhurst	630-530-3000	\$1.50/\$1,000	Seller	As of 1/1/20: Before issuance of real estate transfer stamp the follow requirements MUST be met: Approved and current Sump pump inspection certificate on file. (Make arrangements for inspection with public works 630/530-3030). Final water read. Elmhurst Real Estate Transfer Tax Declaration, signed sales contract BOTH seller and buyer, Deed (does not have to be signed) and MYDEC required. Any balances due MUST be paid with the City (current and past due utility (water/sewer) bill - final reading will be scheduled based on info provided on Elmhurst Dec page. Final bill will be mailed to sellers forwarding address; parking tickets, misc receivables. (Transfer stamps are NOT issued for "Exempt" transactions).
Elmwood Park	708-452-7300	\$5.00/\$1,000 No Personal Checks	Seller	"Notification of sale" form must be completed and returned before "for sale" signs are posted. Listing inspection required. Smoke alarms & carbon monoxide detectors must be in place prior to release of stamps. Village Transfer stamp dec form required. Unsigned deed and PTAX form needed. Final water bill paid. Exempt stamp - \$35.
Evanston	847-328-2100	\$5.00/\$1,000; \$7.00/\$1,000 over \$1.5 million	Seller	Village Transfer form required. Final water meter reading at least 5 days before closing. Cashier or certified check only when sale price is \$1 Million or more. \$100 Exempt stamp required.
Evergreen Park	708-422-1551	\$5.00/\$1,000	Seller *	Final water reading; \$50 housing inspection and \$50 zoning compliance before stamps may issue; has local form * exempt deeds/buyer select then buyer pays the fee.
Forest Park	708-366-2323	N/C Certificate of Compliance (record with deed)	Seller	Water bills must be paid (except condos); Inspection required, contact village for information and forms; copy of Ptax and deed STAMP MUST BE PICKED UP IN PERSON

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Franklin Park	847-671-4800	Inspection fee \$100 - single dwelling, Stamp fee \$80- single	Seller Must arrange for inspection before listing NOT after	Pre- sale inspection. Documents required for sale: original survey - not older than 6 months, submitted 3 days before closing, original deed - 3 days before closing, receipt of final water payment - final reading scheduled 5 days in advance.
Freeport	815-235-8200	\$4.00/\$1,000	Seller	Ptax and village form required - available online. Contact Freeport to see if any money is owed.
Gilman	815-265-4213	N/C		Final water, sewer and liens must be paid.
Glen Ellyn	630-469-5000	\$3.00/\$1,000	Seller	Real Estate Transfer Application - available online - to be completed. Clearwater Inspection - \$50 - required. Contact 630-547-5235 at least 5 days prior. Final water and any other monies owed to Village must be paid. Real estate contract or PTAX required.
Glendale Heights	630-260-6000	\$3.00/\$1,000	Seller	\$25 Exempt stamp. \$100 Inspection. (2 Deed RELOS- 2nd Inspection may be required if prperty is vacant, or Transferees move out more than 1 month prior to sale to buyer) . Certificate of Compliance required in order to get transfer form. Transfer form required - available online. Copy of deed and PTAX required. Final water must be paid.
Glencoe	847-835-4111		seller	Need a final payment certificate reflecting all village utility bills are paid in full.
Glenwood	708-753-2400	\$5.00/\$1,000	Seller	\$50 Exempt Stamp. Inspection fee- single family \$100. Certificate of Occupancy will be issued. Village transfer form required - available online. Final water bill must be paid. Copy of contract required. No personal checks accepted.
Grand Subdivision in Yorkville				Fox metro waste bill required 630-892-4378
Grant Park	815-465-6531	N/C		Garbage and sewer charges must be paid. Water is through Aqua Illinois
Hainesville	847-223-2032	None	Seller	\$40 Inspection required to obtain Occupancy Certificate. Final water must be paid
Hanover Park	630-372-4200	\$3.00/\$1,000	Seller	\$10 Exempt fee. Final water bill and all other village debts must be paid. Transfer form -available online - and PTAX required. Original Deed required for stamp.
Harvey (BT will not obtain)	708-339-4200	\$5.00/\$1,000	Even Split, additional \$60 -admin fee paid by buyer	Point of sale Inspection and water verification form required. Water verification form will be issued only after final water bill reading has been completed. Request at least 72 hours prior to closing. Other forms required and available online: real estate transfer, as-is affidavit, buyers verification form, and clearance form. Need Deed or PTAX. Need real estate contract.
Harwood Heights	708-867-7200	\$10.00/\$1,000	Buyer	Inspection required - \$50 - paid by seller. Water bill must be paid. Village transfer form required - available online. Original deed and PTAX required. \$50 exempt stamp. No personal checks.
Hazel Crest	708-335-9600	N/C	Seller	Inspection - \$100. Fire Dept does the inspection
Hickory Hills	708-598-4800	None		Need Sewer Inspection and Final Water Bill. Sewer Inspection can be set up with Public works at 708-598-7855. Some one must be home and there is no charge for this inspection,
Highland Park	847-432-0800	\$5.00/\$1,000	Seller	Transfer form required - available online. Water bill must be paid. Need completed water utility form. Need disclosure statement signed by both seller and buyer. Copy of deed. Need original for exempt. No personal checks or credit cards accepted. Paid at City Hall 1st Floor Finance Dept
Highwood	847-432-1924	N/C effective 1/12/17 until moratorium is lifted**	Generally Seller Call to verify	** 1/12/17 at this time there is a moratorium on village requirements and stamps so nothing needs to be collected. Please continue to call to verify. The transfer fee is applicable for town of Fort Sheridan subdivision: has local form; copy of deed required, no personal checks; inspection
Hillside	708-449-6450	\$7.50/\$1,000	Buyer	\$50 Inspection required. Survey required. PTAX required Final water and all monies owed paid. Village transfer form needed.
Hoffman Estates	847-882-9100	\$3.00/\$1,000	Seller	Request final water reading 5 days before closing. Water bill and any monies owed must be paid. Must give village advance notice - at least 24 hours - before you purchase the stamps. Village transfer form, PTAX, and deed required. \$10 Exempt stamp. Need copy of Deed.
Hometown	708-424-7500	\$50 Inspection fee	Seller	Inspection can be done up to 6 months prior to closing
Indian Head Park	708-246-3137		Seller	As of 11/11/16, inspections are no longer required
Island Lake	847-526-8764			\$50 Owner Transfer Inspection (OTI) required. All final bills must be paid.

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Itasca	630-773-0835	N/C		Final water must be paid.
Joliet	815-724-4000	\$3.00/\$1,000	Seller	Fax completed water/lien letter 4 days prior to closing. City of Joliet Declaration Form , PTAX and deed required. \$0 exempt stamp. No personal checks. Title company checks okay. (Original Deed)
Justice	708-458-2520	N/C	Seller	\$100 Inspection required. All village debts must be paid.
Kankakee	815-933-0509	N/C		Final water and any village debts must be paid.
Lake Bluff (Falls under North Chicago jurisdiction)	847-596-8681 or 847-596-8627	\$5.00/\$1,000	Buyer	There is a certain portion of the city - and certain subdivisions - that DO require a municipal stamp. City's transfer declaration form required. Final water reading and all monies owed must be paid. Inspection required. Contract and/or deed required. \$50 exempt fee. They only accept Certified Checks, Money Orders, CC and Cash.
Lake Forest	847-234-2600	\$4.00/\$1,000	Buyer	Transfer Tax Declaration Form required FROM SELLER (Form is located in the PC folder on the shared drive). PTAX, copy of deed. No personal checks. Will accept Attorney's or title company check. \$50 exempt fee. Storm and sanitary sewer inspection required - \$150. Final water read and all monies owed must be paid at Finance Dept 800 N. Field Dr
Lansing	708-895-7200	N/C		All monies owed must be paid. Transfer certificate must be submitted 3 days prior to closing. Certificate of payment issued by village Treasurer's office required- Must be recorded with Deed.
Lebanon	618-537-4976	n/c	Buyer	requires an Occupancy Inspection for \$100.00 AND a Water/Sewer Deposit \$90.00 to be paid by buyer prior moving in
Lincolnshire	847-883-8600	\$3.00/\$1,000	Buyer	Final water reading 3 - 5 days prior to closing. Final water bill to be paid. PTAX required. (Village requires stamp to be paid for and picked up IN PERSON)
Lincolnwood	847745-4700	N/C	Seller	Request a final water meter reading 5 days prior to closing. All monies owed must be paid. Certificate of Payment will be issued - \$20. No personal checks accepted.
Lockport	815-274-4000	\$3.00/\$1,000.	Seller	*Need to verify if Joliet stamps are required*
Lynwood	708-758-6101	N/C	Seller	\$100 Inspection required.
Lyons	708-442-4500	N/C	Seller	Inspection required - \$100 single family. All monies owed must be paid. Please call village for vacant home requirements.
Manteno	815-929-4800	N/C		Public sidewalk inspection. No fee.
Markham	708-331-4905		Seller	\$125 Inspection - single family. \$50 water stamp. Final water must be paid. Certificate of Occupancy will be issued. No stamp to obtain.
Matteson	708-283-4900		Seller	\$75 Inspection - single family. \$125 if single family with sprinkler system. All village debts to be paid. No actual stamp issued, only the inspection certificate.
Maywood	708-450-4405	\$4.00/\$1,000	Seller	Inspection required. Final water reading and all monies due must be paid. Certificate of Compliance, original deed, village form and PTAX required. No personal checks
McCook	708-447-9030	\$5.00/\$1,000	Seller	Inspection required - \$50. Need to schedule 1 - 2 weeks in advance. Village form, copy of deed and PTAX need to be submitted at least 48 hours in advance.
Melrose Park	708-343-4000	No Fee For Stamp - Fee for Compliance Inspection	Seller	Inspection required. \$150.00 Go to Melrosepark.org. Click on Building Department. Click on Process of Selling a Property. Complete the Compliance Inspection request form. Seller expense. Establish a date for the Inspection. A few days after inspection, a report of all/any violations is rendered. Available at office for pickup by the Seller or his agent. Seller may pay an "As Is" Fee of \$100 and sell it in an as is condition. Seller can fix violations by hiring a contractor licensed in Melrose Park - getting building permit. If Seller unwilling to correct violations, Building Commissioner will examine the list of violations and determine amount necessary to do this work. Amount will be noted on the Inspection Report as an escrow payment. Buyer pays escrow and is allowed a prescribed period of time for the work. Buyer may apply for extension if necessary. When work completed, reinspection is required and if all work is satisfactorily completed, escrow is returned to the Buyer. Compliance Stamp is issued by Village to seller.
Mettawa	847-949-4015	\$5/\$1,000	Buyer	Village form, PTAX, title commitment, and copy of deed required. No personal checks.

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Midlothian	708-389-0200	No Fee For Stamp and No Fee For Exempt Stamp New Requirement	Seller	A transfer stamp is required to record the deed. There is no charge for the stamp; however, all bills must be paid including the final water bill to obtain the stamp. Must complete Affidavit of Compliance regarding Carbon Monoxide and Smoke Detectors. Does not matter if they are in the home or not, the form must be completed and notarized. Return transfer stamp application, a copy of the deed and payment for any <u>outstanding bill to the Village of Midlothian to obtain the stamp.</u>
Monce	708-534-8301	\$50 Inspection Fee	Seller	Need Final water bill and Village Inspection which costs \$50.00. Must go in to pay for inspection and to set it up.
Momence	815-472-2001	None		Only requirement is that a property is vacant for over 120 days, an inspection by the City is required.
Montgomery		No Stamp		Fox Meter waste bill required.
Morton Grove	847-965-4100	\$3.00/\$1,000 On All Foreclosures/Short Sales a Declaration must be signed by the Buyer that they will make repairs required by the Building Inspector and be approved by the Building commissioner before Transfer Stamps will be issued	Seller	\$25 exempt stamp required. All village debts must be paid. Transfer form required - available online-Must be signed by one buyer/seller. Contact village 5 days prior to close to determine any outstanding debts to be paid. Cashiers checks or attorney checks ONLY
Mount Prospect	847-392-6000	\$3.00/\$1,000	Buyer	Any liens or violations of property maintenance code must be resolved. Has local form, copy of Illinois Declaration required. Transfer form required - available online. PTAX form required. Provide copy of deed for exempt transaction. \$15 exempt stamp required. ***Note: water bill is no longer required to be paid to obtain stamp***
Naperville	630-420-6059	\$3.00/\$1,000 Stmnt Of Open Accts Submitted 7 Days Prior (form available online) No Stamps Issued without it. Naperville will complete and fax back.	Buyer	Statement of Open Accounts form required. Naperville will complete and fax back. Completed Statement of Open Accounts FROM Naperville must be submitted along with Ptax form; Certificate required for exemption; if nonresidential, city requires all utility bills to be paid (including a final prorated bill); Copy of consecutive contracts if 2 deed file; needs exempt stamp. Need copy of Deed.
New Lenox	815-462-6400	N/C**		**No New Lenox stamps, but need to check with Joliet to see if it is in Joliet city limits which would require stamps. Call village clerk with address for determination
Niles	847-588-8000	\$3.00/\$1,000	Buyer	Water bill must be paid; inspection required; real estate contract required; has local form-available online; \$25 exempt stamp (no inspection needed); \$25 Occupancy permit fee (buyer charge)
Norridge	708-453-0800	N/C	Seller	\$100.00 inspection fee. Copy of sales contract required. Inspection Certificate (good for 30 days) marked "passed". Provide 15 day notice for inspection. Original deed required for "rubber stamp". Need name, address and phone number for buyer and seller. Form on line.
North Aurora	630-897-8228	N/C	Seller	Final water bill must be paid. Fox metro waste bill required 630-892-4378
North Chicago and/or Lake Bluff address	847-596-8681	\$5.00/\$1,000	Buyer	City's transfer declaration form required. Final water reading and all monies owed must be paid. Inspection required. Contract and/or deed required. \$50 exempt fee. Needs original deed and copy of contract.
North Lake	708-343-8700	No Fee For Stamp Inspection Certificate is \$250.00	Seller	Pre-sale inspection required. Fee is \$250, which includes stamps.
North Riverside	708-447-4211	Inspection fee is \$405	Seller	Pre-sale inspection required. Fee is \$405. Form available on-line. Provide copy of survey. Final water must be paid.
Oak Forest	708-687-4050	N/C		Final water bill to be paid.
Oak Lawn	708-636-4400	\$5.00/\$1,000 Certified Check Only	Seller	Village transfer form required - available online. Required at least 5 business days prior to close. All debts owed must be paid. Final water read and final bill.
Oak Park	708-383-6400	\$8.00/\$1,000 - Exempt is a \$30.00 processing fee	Seller	Pay water bill and need 1st and last page of the sales contract and copy of unsigned deed. Exempt and Condo requires Water Compliance Certificate, Original Notarized Deed , and Statement by Grantor and Grantee.
Olympia Fields	708-503-8000	N/C	Seller	Order final utility bill and pay a Point of Sale Inspection through the Village Inspector.



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Oswego	630-554-3618	No Stamp		Requires Final Water Bill.
Palatine	847-358-7500	Need to check if Rolling Meadows Stamp is required	Seller	Certain addresses in Palatine are subject to Rolling Meadows stamp. Rolling Meadows Real-Estate-Transfer-Tax-Form-PDF Rolling Meadows Real-Estate-Transfer-Tax-Form-PDF (hyperlink to form with applicable Palatine Addresses)
Palos Hills	708-598-3400	N/C	Seller	Requires Seller's Permit including a Home Inspection and the fee is \$50.00. Also a Final Water Bill is required.
Park Forest	708-748-1112	\$5.00/\$1,000	Seller	Inspection required to obtain a Certificate of Occupancy - \$100.00 Also need a copy of the contract and application.
Park Ridge	847-318-5289	\$2.00/\$1,000	Seller	Requires the Final Water Reading. EXEMPT if \$25.00. Inspection need - (Original Deed) (Transfer Declaration form and the Zoning Inspection Form must be executed)
Peotone	708-258-3279	N/C		Contact City Hall to update the owner information.
Peoria	309-494-8545	\$2.50/\$1,000	Seller	No requirements to obtain stamp. Every owner of a lot with a dwelling on it must register said lot (on an annual basis) if it's ever VACANT or NON-OWNER OCCUPIED at any time during the year. Failure to register a VACANT or NON-OWNER OCCUPIED property is subject to up to a \$500 violation fee. (Call 309-494-8588 for applicable registration form and fee.)
Pingree Grove	847-464-5533	N/C		Notify Village for Final Utility Bills.
Phoenix	708-331-1455			\$50 Inspection. Final Water bill must be paid.
Plainfield	(815) 436-7093	MUST CALL TO CHECK IF JOLIET OR ROMEOVILLE STAMPS ARE REQUIRED EVEN THOUGH PLAINFIELD PROPERTY		4 digit zip code - Joliet Caroline and Lake Wood Falls) 5 digit zip code - Romeoville (2 subdivisions) Seller must notify the village of the closing date so that the final utility reading can be done.
Posen	708-385-0139	N/C	Seller	Certificate of Compliance Inspection - \$170.00 Must pay all fines and Water Bills. If selling as is, an As Is letter is required to release the paperwork to sell the house.
Richton Park	708-481-8950	None	Seller	Must have an Occupancy Inspection done. Condo and home inspection is \$75.00. Apartment inspection is \$50.00.
Riverdale (BT will not obtain)	708-841-2200	NC for Transfer Stamps	Seller	To obtain transfer stamp the following are required: Copy of Deed Closing Affidavit Paid Final Bill Inspection is also required - \$200.00. Set up with village after getting transfer stamp.
River Forest	708-366-8500	\$1.00/\$1,000	Seller	Village transfer form required. Require 5 day notice. Zoning inspection and final water meter reading. All Village debts to be paid.
River Grove	708-453-8000	Exempt Stamp: \$50.00 Single Family: \$100.00 / includes inspection fee Condo (single unit): \$100.00 / includes inspection fee Commercial: priced per square footage Condo Building: Contact Village for Fee	Seller	The stamp fee includes an Inspection for Code Violations. If there are any Code Violations, they must be brought up to date or the Buyer has to put up an Escrow.
Riverside	708-447-2700	N/C	Seller	Seller must have an Inspection done to receive a Certificate of Compliance for Zoning and also the Final Water Bill must be paid.
Robbins	708-385-8940	\$100.00 per pin and \$25.00 for an Exempt	Seller	Inspection is required at a cost of \$240.00 and payment of Final Water Bill.

Municipal Transfer Taxes 9/11/2020

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Municipality	Telephone	Cost	Party	Other
Rolling Meadows	847-394-8500	\$3.00/\$1,000 \$50.00 for EXEMPT Stamp	Seller	Final Water bill, Copy of Deed,P-Tax or My Dec, City Transfer, Rolling Meadows Real-Estate-Transfer-Tax-Form-PDF.pdf (hyperlink to form with applicable Palatine Addresses)
Romeoville (BT will not obtain)	815-886-7200	\$3.50/\$1,000	Buyer	Clearance Letter is required. This letter lets you know if anything else is needed.
Roselle	630-671-2829	N/C		
Round Lake	847-546-5400	None		None
Round Lake Beach	847-546-2351	None	Seller	Occupancy Permit is required. \$60.00
Round Lake Hts	847-546-1206	None	Seller	Occupancy Inspection is required. Charge is \$75.00.
Round Lake Park	847-546-2790	None	Seller	Certificate of Occupancy is required. Charge is \$75.00.
Sandwich	815-786-9321	none	seller	Final water reading
Sauk Village	708-758-3330	N/C	Seller	Village does not do inspections. They require these areas to be inspected - roof, heat, electric, plumbing, and fireplace - if applicable. Inspections need to be done by an inspector licensed in Sauk Village. Village charges a \$50 administrative fee.
Schaumburg	847-895-4500	\$1.00/\$1,000 \$10.00 for EXEMPT <u>Seniors over 65 are EXEMPT</u>	Seller	To get stamps, the following are required: Deed Copy P-Tax Legal Description Paid Water Bill <u>FOR SENIOR EXEMPTION, PROOF OF AGE IS REQUIRED.</u>
Schiller Park	847-678-2550	None		Pay Final Water Bill. (10-23-17: Don't raise on title.)
Skokie	847-673-0500	\$3.00/\$1,000	Seller	Pay all outstanding bills and notify village of sale. Zip code 60203 is on border line of Skokie and Evanston but requires SKOKIE transfer stamp - NOT Evanston
South Chicago Heights	708-755-1880	None	Seller	Inspection must be done - \$175.00. Final Water Bill.
South Holland	708-210-2910	N/C	Seller	Final water bill must be paid. Transfer certificate required. Must allow 3 business days. Certificate of Payment issued by Village Treasurer office required. Must be recorded with Deed.
South Elgin	847-742-5780	None		Final Water Bill.
St. Anne	815-427-6783	nc		No need to raise municipal exception but Agents can't get the Smoke Inspection unless the water is paid
Steger	708-754-3395	\$50	Seller	Must pay outstanding water bills and unpaid liens
Stickney	708-749-4400	\$5.00/\$1,000 Only Cash or Cashiers Check	Seller	Final water reading; original deed, state, county declarations and copy of contract required: complete local forms: inspection and zoning cert required; \$25 fee for exempt stamp
Stone Park	708-345-5550	\$4.00/\$1,000	Seller	Final water reading and house inspection is required; residence fee\$50; Exempt stamp and Illinois declaration form required; needs
Streamwood	630-837-0200	\$3.00/\$1,000	Seller	\$10 dollar fee for exempt stamp; PTAX required: Water bill must be paid; Local forms completed;
Sugar Grove		No Stamp		Fox metro Waste bill required 630 892-4378
Summit	708-563-4823	N/C	Seller	Final water bill paid in full before closing; Inspection required for occupancy; contact inspection dept for ordinance
Sycamore	815-895-4920	\$5/\$1,000	Buyer	Rentals property's cannot be exempted; Buyers are required to bring fully executed copy of real estate contract and pay the tax prior to closing at the City Finance Office; Exemptions include transactions that are subject to state and county transfer stamp; This includes individuals who purchase homestead real estate within the city and have been residents of the city of Sycamore for 12 consecutive months
University Park (BT will not obtain)	708-534-6451	\$1.00/\$1,000	Seller	Transfer of Title; exempt stamp fee \$25.00; Inspection fee\$250 (no personal checks); All sums due must be paid; Complete local forms; Contract required; Buyer escrow deposit of \$2,500.00 required

Municipal Transfer Taxes 9/11/2020

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Municipality	Telephone	Cost	Party	Other
Villa Park	630-834-8505	N/C	Seller	COMPLIANCE CERTIFICATE The Public Works Department must perform an inspection to verify that there are no illegal storm water connections (sump pumps, down spouts, area drains, etc.) to the sanitary sewer system on the premises. \$50.00 must be paid prior, CASH, MONEY ORDER, CERTIFIED FUNDS, TITLE COMPANY CHECKS NOT ACCEPTED.
Wauconda	847-526-9600	N/C	Seller	Home Inspection required***** No transfer stamps needed
Waukegan	847-599-2500	N/C	Seller	INSPECTION; ZONING LETTERS AND CERTS. SELLER MUST APPLY FOR LETTER WITHIN 72 HOURS OF OFFERING PROPERTY FOR SALE AND BEFORE IT IS UNDER CONTRACT. FEE IS \$100 AND IT IS GOOD FOR 6 MONTHS. CAN BE RENEWED FOR ADDITIONAL 6 MONTHS AT NO CHARGE.
Westchester (Please read and pay attention to the requirements)	708-345-0020	No Fee	Seller	FINAL WATER READING; FINAL WATER BILL; \$225.00 HOME INSPECTION – PAYABLE IN ADVANCE AND INCLUDED WITH THE APPLICATION THAT MUST BE PAID PRIOR TO SCHEDULING THE INSPECTION. Inspection is only good for 6 mos. ; ORIGINAL DEED REQUIRED; STAMP, ALSO REQUIRED BY THE RECORDER’S OFFICE TO RECORD DEED; NEED EXEMPT STAMP
West Chicago	630-293-2200	Deed Transfer In Lieu Of A Transfer Stamp an inspection is conducted at the cost of \$.12 Cents per square foot plus a base of \$100.00. It is best to check if property is incorporated or not as this does not apply to unincorporated. The address does not make it obvious.	Seller	APPLY 21 DAYS BEFORE SALE. 10 BUSINESS DAYS FROM APPLICATION TO INSPECTION. FINAL WATER METER READING MUST BE DONE AT LEAST 2 DAYS BEFORE THE CLOSING. INSPECTION AND TRANSFER STAMP ISSUED. CIVIL AND CRIMINAL PENALTIES FOR VIOLATION; NEED EXEMPT STAMP. EFFECTIVE 11/6/06, ANY DEED, LEASE OR OTHER INSTRUMENT CONVEYING OR TRANSFERING PROPERTY MUST BEAR A SEAL, STAMP OR OTHER IMPRESSION APPROVED BY THE CITY.
Wheaton	630-260-2027	\$2.50/\$1,000	Buyer	WATER AND BILL MUST BE PAID; STATE DECLARATION REQUIRED; COMPLETE LOCAL FORM; NEED EXEMPT STAMP \$25.00. NEED BUYER UTILITY APPLICATION FORM.
Wheeling	847-459-2600	N/C	Seller	EXEMPT STAMP REQUIRED; WATER, SEWER AND GARBAGE DISPOSAL ASSESSMENTS PAID IN FULL; MUST APPLY MORE THAN SEVEN DAYS PRIOR TO CLOSING; APPLICATION FORM. ORIGINAL DEED REQUIRED.
Wilmette	847-251-2700	\$3.00/\$1,000	Buyer	SELLER PAY FINAL WATER READING; WATER BILL AND OTHER INVOICES MUST BE PAID; HAS LOCAL FORM; NEEDS EXEMPT STAMP; NEED COPY OF EXECUTED DEED; COMPLETE LOCAL FORMS
Woodridge	630-852-7000	\$2.50/\$1,000	Seller	WATER READING REQUIRED; \$100.00 OR AVERAGE OF LAST 2 BILLS DEPOSIT TOWARDS FINAL WATER BILL, IF THE SELLER DOES NOT DO THEN THE \$100.00 WILL BE APPLIED TO THE BUYER; ORIGINAL DEED AND STATE DECLARATION REQUIRED; HAS LOCAL FORM; NEED EXEMPT STAMP \$25.00. \$100 penalty fee if stamp is obtained more than 30 days after transfer.
Worth	708-448-1181	N/C	Seller	NO FEE; NEED CERTIFICATE OF PAYMENT FOR WATER AND SEWER - \$20.00 FEE; PUBLIC WORKS INSPECTION REQUIRED; EXEMPT LETTER FOR CONDO'S
Zion	(847) 746-4000	N/C	Seller	• Final water meter reading required and final water bill must be paid. Call 847-746-4060 to schedule.