



9450 Bryn Mawr Ave, Suite 700, Rosemont, Illinois 60018
 Phone: 847-349-5450

LAST UPDATED 09/03/2014

MUNICIPAL TRANSFER TAXES

MUNICIPALITY	TELEPHONE	COST	PARTY	OTHER
Addison	630-543-4100	\$2.50/\$1,000	Buyer	MUST HAVE: Final water AND Sewer inspection. State Declaration and Deed. Requires purchase in person. If exempt copy of deed and exempt application, no fee for exempt stamp.
Alsip	708-385-6902	\$3.50/\$1,000 CERTIFIED CHECK	Seller	MUST HAVE: Paid final water. Copy of sales contract. Exempt stamp \$15.00 CERTIFIED CHECK.
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 **NEEDS DISCLOSURE	\$3.00/\$1,000	Seller	MUST SUBMIT a request for Statement of Open Accounts 5 days prior to closing. Has local form . STATE DECLARATION (ORIGINAL OR A COPY) SIGNED BY AT LEAST ONE PARTY



	FORM			REQUIRED WITH LEGAL ATTACHED; EFFECTIVE OCT. 1, 2006 PROPERTY NOT SUBJECT TO TRANSFER TAX MUST OBTAIN "NO TAX DUE STAMP", THE COST IS \$25; BUT THE CITY WILL WAIVE THIS FEE. ALL CITY ACCOUNTS MUST BE PAID IN FULL EFFECTIVE 2/29/08 BUYERS AND SELLERS NEED TO SIGN AN ACKNOWLEDGEMENT FORM DISCLOSING THE ZONING AND OCCUPANCY STANDARDS OF THE PROPERTY. FINES AND FEES WILL RESULT IF THIS IS NOT DONE BY THE TIME OF CLOSING.
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	SUMS DUE MUST BE PAID; FINAL WATER READING; COPY OF DEED AND STATE DECLARATION OR CONTRACT REQUIRED; HAS LOCAL FORM; \$3 FEE FOR EXEMPT STAMP BY MAIL
Bedford Park	708-458-2067	\$50 (flat fee)	Seller	WATER BILLS MUST BE PAID; INSPECTION REQUIRED; HAS LOCAL FORM
Bellwood	708-547-3500	\$5.00/\$1,000	Seller	FINAL WATER READING; FINAL WATER BILL PAID: HOME INSPECTION REQUIRED: SINGLE FAMILY: \$125, 2-UNIT \$150, 3-UNIT OR MORE \$175; SIDEWALK INSPECTION; HAS LOCAL FORM; ORIGINAL DEED, PLAT OF SURVEY AND STATE DECLARATION REQUIRED; ALL FINES PAID; IF HOLDING ESCROW: NEED PROP. SALES AFFIDAVIT + LETER OF DIRECTION; \$10 FEE FOR EXEMPT STAMP



Bensenville	630-766-8200			INSPECTION (C OF O)
Berkeley	708-449-8840	N/C**	Seller	ORIGINAL DEED REQUIRED; WATER BILLS, FINES, ETC., MUST BE PAID; SUBPUMP INSPECTION; COMPLIANCE STAMP \$300.00 Plus
Berwyn	708-788-2660	\$10.00/\$1,000 ****PAYMENT IN CERTIFIED FUNDS ONLY.***	Seller	FINAL WATER READING; INSPECTION REQUIRED; HAS LOCAL FORM; \$100. FEE FOR EXEMPT STAMP; \$500.00 FOR EXEMPT STAMP ON SHERIFF'S DEED. ORIGINAL DEED; DEC FOR COOK & ILLINOIS; NO PERSONAL CHECKS OR CREDIT CARDS, ONLY CASH, CERTIFIED FUNDS OR CHECK FROM ATTORNEY WHICH MUST SAY "ATTORNEY AT LAW"
Blue Island	708-597-8602	N/C		INSPECTION, INTENT TO SELL FORM NEEDS TO BE FILLED OUT TO SCHEDULE INSPECTION, \$25 FEE FOR SINGLE UNIT, \$5 ADDTL. UNITS
Bolingbrook	630-226-8455 **NEEDS DISCLOSURE FORM	\$7.50/\$1,000	Even split	FINAL METER READING; FINAL WATER BILL PAID; SUMS DUE MUST BE PAID; STATE. MUST HAVE LOCAL DISCLOSURE FORM. DECLARATION REQUIRED; ; ORIGINAL DEED REQUIRED. STATE DEC FORM; \$50 FEE FOR EXEMPT STAMP AND VILLAGE CERT. OF EXEMPTION FORM
Bourbonnais	815-802-5323	N/C		Smoke Detector Inspection Required, Zero balance for sewers, Aqua Il. for final water.
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	N/C		INSPECTION FEE IS \$175.00 FOR BOTH CONDO AND SINGLE FAMILY UNITS, , FINAL WATER READING
Brookfield	708-485-7344	N/C		INSPECTION FEE \$200.00, CALL FOR FINAL WATER READING (708) 485-7344 X395



Buffalo Grove	847-459-2500	\$3.00/\$1,000	Seller	WATER BILL, TICKETS, INVOICES MUST BE PAID; HAS LOCAL FORM, EXEMPTIONS ARE NOTED ON THIS LOCAL FORM
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	708-862-9150	\$5.00/\$1,000	Buyer	FINAL WATER READING; FINAL WATER BILL PAID; HAS LOCAL FORM; CASH OR MONEY ORDER REQUIRED; TAXES MAY INCREASE SOON, CALL VILLAGE BEFORE CLOSING
Burr Ridge	630-654-8181	N/A		. SELLER MUST CALL CITY FOR WATER READING FOR FINAL WATER BILL. (EVEN IF THE SANITARY DISTRICT HAS A WEB PAGE, IT DOESN'T TELL YOU WHETHER OR NOT A PROPERTY FALLS WITHIN THEIR JURISDICTION OR IS CONNECTED TO THEIR SERVICE.)
Calumet City	708-891-8116	\$8.00/\$1,000 ***PAYMENT IN CERTIFIED FUNDS ONLY***	Even split	WATER BILL MUST BE PAID; STATE DECLARATION FORM REQUIRED; HAS LOCAL FORM REQUIRES A STAMP APPLICATION AND BE SUBMITTED 48 HOURS BEFORE THEY WILL ISSUE STAMP. PROPERTY INSPECTION IS NOW REQUIRED \$150.00 FOR SINGLE FAMILY/UNIT AND \$25.00 FOR EACH ADDITIONAL UNIT.
Calumet Park	708-389-0851	\$5.00/\$1,000 **PAYMENT IN	Buyer	FINAL WATER READING REQUIRED; FINAL WATER BILL PAID; INSPECTION REQUIRED (\$100); HAS LOCAL FORM; NO PERSONAL CHECKS; LEGAL DESCRIPTION AND PIN



		CERTIFIED FUNDS ONLY***		NEEDED..\$15.00 for exempt stamp. VIP - "AS-IS" AFFIDAVIT NOW REQUIRED FOR SALE OF THESE PROPERTIES INCLUDES \$2,500.00 ESCROW FOR SINGLE FAMILY RESIDENCES.
Carol Stream	630-665-7050	\$3.00/\$1,000	Seller	WATER METER READING; WATER, SEWER AND SUMS DUE MUST BE PAID; HAS LOCAL FORM; COPY OF SALES CONTRACT REQUIRED; COPY OF IL TRANSFER TAX DECLARATION
Channahon	815-467-5311	\$3.00/\$1,000	Buyer	WATER READING; SUMS DUE MUST BE PAID; HAS LOCAL FORM; ORIGINAL DEED 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
Chicago Heights	708-756-5300	\$4.00/\$1,000	Seller	WATER BILL MUST BE PAID; INSPECTION REQUIRED; HAS LOCAL FORM; COPY OF DEED
Cicero	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	708-798-2616	\$5.00/\$1,000 **** CERTIFIED FUNDS ONLY ****	Seller	FINAL WATER READING; SUMS DUE MUST BE PAID; NO PERSONAL CHECKS; COPY OF CONTRACT AND DECLARATION REQUIRED; HAS LOCAL FORM; INSPECTION (\$50.00) paid in person at time of scheduling of the inspection.; CERT. OF OCCUPANCY
Countryside	708-354-7270	\$50	Seller Seller	FINAL WATER, PLUS \$50.00 TO CHANGE THE WATER ACCOUNT. SEWER AND WEED CUTTING CHARGES MUST BE PAID; RECEIPTS REQUIRED; HAS LOCAL FORM (ON WEBSITE: COUNTRYSIDE-IL.ORG); NO PERSONAL CHECKS; ** NEW \$175.00 PRESALE INSPECTION FEE. **
Des Plaines	847-391-5366	\$2.00/\$1,000	Seller	FINAL WATER READING; CODE VIOLATIONS MUST BE CURED; INSPECTION REQUIRED IF RESIDENTIAL RENTAL; HAS LOCAL FORM; ORIGINAL DEED, SURVEY AND STATE DECLARATION REQUIRED; COPY OF TITLE COMMITMENT REQUIRED; \$10.00 FEE FOR EXEMPT STAMP; PLAT OF SURVEY REQUIRED (GO TO WWW.DESPLAINES.ORG FOR FORMS AND UPDATES)
Dolton	708-849-4000	\$5/\$1,000 Stamp	Seller	WATER BILL MUST BE PAID; \$200. HOUSING INSPECTION FEE BEFORE STAMPS MAY ISSUE; HAS LOCAL FORM; \$50 FEE EVEN IF EXEMPT
Downers Grove	630-434-5500	N/C		INSPECTION – ON COMMERCIAL PROPERTY ONLY !
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
Elgin	847-931-5639	N/C**		FINAL WATER READING; SUMS DUE MUST BE PAID; INSPECTION REQUIRED IF



** South Elgin Also see South Elgin	847-742-5780	N/C		VIOLATIONS EXIST; STAMP REQUIRED; INCLUDES EXEMPT TRANSACTIONS; HAS LOCAL FORM; COPY OF DEED AND IL TRANSFER DEC
Elk Grove Village	847-439-3900	\$3.00/\$1,000	Seller	WATER AND SEWER BILLS MUST BE PAID; FINAL WATER READING 2-3 DAYS PRIOR TO CLOSING; \$10 FEE FOR EXEMPT STAMP; HAS LOCAL FORM; COPY OF DEED AND ILLINOIS DECLARATION REQUIRED; ANY OUTSTANDING FEES NEED TO BE PAID
Elmhurst	630-530-3000	\$1.50/\$1,000	Seller	SUMS DUE MUST BE PAID; FINAL WATER READING (630) 530-3111; INSPECTION REQUIRED; COPY OF SIGNED SALES CONTRACT REQUIRED (BUYER AND SELLER SIGNED); HAS LOCAL FORM (AVAILABLE ONLINE); COPY OF PTAX AND DEED; SUMP PUMP INSPECTION (630) 530-3020; PIN NEEDED; NO MISC. BILLS OR TICKETS
Elmwood Park	708-452-7300	\$5.00/\$1,000	Seller	INSPECTION REQUIRED PRIOR TO FOR SALE SIGNED BEING POSTED. WATER, SEWER AND OTHER BILLS MUST BE PAID; DEED AND WATER READING REQUIRED; TWO INSPECTIONS REQUIRED; COPY OF DEED AND DECLARATION REQUIRED; HAS LOCAL FORM; \$35.00 FEE FOR EXEMPT STAMP
Evanston	847-328-2100	\$5.00/\$1,000	Seller	WATER BILL MUST BE PAID; WATER BILLING AFFIDAVIT NEEDED; HAS LOCAL FORM; \$100. FOR EXEMPT STAMP, NEED LOCAL FORM AND DEED ALSO
Evergreen Park	708-422-1551	\$5.00/\$1,000	Seller *	FINAL WATER READING; \$50.00 HOUSING INSPECTION AND \$50.00 ZONING



				COMPLIANCE BEFORE STAMPS MAY ISSUE; HAS LOCAL FORM *** Exempt Deeds/Buyer Select then BUYER PAYS THE FEE.
Flossmoor	708-798-2300	N/C		FINAL WATER READING
Forest Park	708-366-2323	N/C		WATER BILLS MUST BE PAID; INSPECTION REQUIRED CONTACT VILLAGE FOR INFORMATION AND FORMS; COPY OF PTAX AND DEED
Franklin Park	847-671-4800	Fee for Seal on Deed: Single-Family: \$25.00 Two-Family - \$40.00 Multi-Family - \$40.00 plus \$10.00 for each unit over 3 Commercial/Industrial - Separate Fee Schedule	Seller	ZONING ADMINISTRATOR'S APPROVAL AND INSPECTION REQUIRED FOR MULTIFAMILY, COMMERCIAL AND INDUSTRIAL PROPERTIES; VIOLATIONS DISCLOSED MUST BE CORRECTED; ORDER FINAL WATER BILL (847-671-8292) AT LEAST 5 DAYS IN ADVANCE; SUBMIT CURRENT SURVEY AND ORIGINAL DEED TO BUILDING DEPT. AT LEAST 3 DAYS PRIOR TO CLOSING
Freeport	815-235-8200	\$4.00/\$1,000	Seller	No other requirements.
Gilman	815-265-4213	N/C		Final water, sewer and liens must be satisfied.
Glen Ellyn	630-469-5000	\$3.00/\$1,000	Seller	WATER, SEWER, PARKING TICKETS AND OTHER SUMS DUE MUST BE PAID; SALES CONTRACT OR DEED REQUIRED; HAS LOCAL FORM; WATER READING 5 DAYS PRIOR TO CLOSING, NEED EXEMPT STAMP. EFFECTIVE OCT. 1, 2006 INTERIOR INSPECTION OF HOME REQUIRED TO OBTAIN TRANSFER STAMP
Glendale Heights	630-260-6000	\$3.00/\$1,000	Seller	WATER AND SEWER BILLS MUST BE PAID; HAS LOCAL FORM; \$25 FEE FOR EXEMPT STAMP; COPY OF DEED AND DECLARATION REQUIRED; CERT. OF



				COMPLIANCE AND INSPECTION \$100.00) COMMUNITY DEVELOPMENT REQUIRES A CURRENT SURVEY.
Glenwood	708-753-2400	\$5.00/\$1,000	Seller	OCCUPANCY INSPECTION REQUIRED (\$100.00); WATER BILL MUST BE PAID; HAS LOCAL FORM; COPY OF CONTRACT REQUIRED; NO PERSONAL CHECKS
Golf	847-998-8852	\$1.50/\$1,000	Seller	
Grant Park	815-465-6531	N/C		Garbage and sewer charges must be paid. Water is through Acqua Illinois.
Hainesville	847-223-1675	N/C		INSPECTION, ARRANGE 30 DAYS BEFORE CLOSING
Hanover Park	630-372-4200	\$3.00/\$1,000	Seller	INSPECTION; SUMS DUE MUST BE PAID; HAS LOCAL FORM; \$10 FEE FOR EXEMPT STAMP; NO CODE VIOLATIONS
Harvey	708-339-4200	\$4.00/\$1,000	Even split; \$45 add'l to Buyer	WATER BILL MUST BE PAID; INSPECTION REQUIRED; POINT OF SALE INSPECTION APPLICATION; COPY OF DEED REQUIRED; COPY OF IL TRANSFER DEC; COPY OF CONTRACT; \$45 CHARGE FOR EXEMPT STAMP AND CERT. OF EXEMPTION; HAS LOCAL FORM
Harwood Heights	708-867-7200	\$10.00/\$1,000	Buyer	WATER BILL MUST BE PAID; INSPECTION REQUIRED (\$50); HAS LOCAL FORM; ORIGINAL DEED AND ILLINOIS DECLARATION REQUIRED; \$50 FEE FOR EXEMPT STAMP
Hazel Crest	708-335-9600	N/C		INSPECTION: \$100. FEE, MUST GO TO FIRE DEPT. FOR INSPECTION
Hickory Hills	708-430-4211			INSPECTION
Highland Park	847-432-0800	\$5.00/\$1,000	Seller	WATER BILL MUST BE PAID; ORIGINAL DEED REQUIRED FOR EXEMPT ONLY, COPY OF DEED OTHERWISE; HAS LOCAL FORM; NO PERSONAL CHECKS; COMPLETED UTILILITY FORM



				**Has Disclosure Statement requiring signature by both Seller and Buyer
Highwood	847-432-1924	\$5.00/\$1,000	Generally Seller, 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	FINAL WATER READING AND INSPECTION REQUIRED (\$20); ORIGINAL ILLINOIS DECLARATION REQUIRED; HAS LOCAL FORM
Hoffman Estates	847-882-9100	\$3.00/\$1,000	Seller	FINAL WATE READING; WATER BILL MUST BE PAID; HAS LOCAL FORM; ILLINOIS DECLARATION REQUIRED; \$10 FEE AND COPY OF DEED FOR EXEMPT STAMP; GARBAGE BILL CURRENT
Hometown	708-424-7500	\$15 Fee		INSPECTION, LOCAL FORM
Indian Head Park	708-246-3137		Seller	INSPECTION COMPLETED 60 DAYS PRIOR TO CLOSING. RESALE - \$200.00 PER FINANCIAL OWNED PROP. - \$500.00 PER CONDOMINIUM - \$100.00 PER COMMERCIAL PROPERTY - \$400.00 PER
Island Lake	847-526-8764			INSPECTION
Itasca	630-773-0835	N/C		INSPECTION
Joliet	815-724-4000	\$3.00/\$1,000	Seller	<i>RESIDENTIAL TRANSFER INFORMATION AND DISCLOSURE FORM REQUIRED BEFORE CONTRACT ENTERED INTO IF RESIDENTIAL (SINGLE FAMILY, CONDOMINIUM OR TOWNHOME); SIGNED FORM REQUIRED FOR PURCHASE OF STAMPS; SUMS DUE MUST BE PAID; FINAL WATER READING; ORIGINAL DEED REQUIRED; HAS LOCAL FORMS; NEEDS EXEMPT STAMP</i>



Justice	708-458-2520	N/C		INSPECTION
Kankakee	815-933-0509	N/C		Final water, satisfaction of any outstanding liens.
Lake Forest	847-234-2600	\$4.00/\$1,000	Buyer	TAX IMPOSED ON ALL TRANSACTIONS CLOSING ON OR AFTER JULY 5, 2006; EXEMPTIONS GIVEN FOR CONTRACTS EXECUTED BEFORE MAY 1, 2006 BUT WITH CLOSING AFTER JULY 5, 2006. (THE DEED MUST BE RECORDED ON OR BEFORE DECEMBER 31, 2006 TO BE EXEMPT); OR DEEDS RECORDED PRIOR TO JULY 5, 2006; A REBATE OF TAX OWED IN AMOUNT UP TO \$2,000 WILL BE GIVEN TO LAKE FOREST RESIDENTS WHO MOVE BETWEEN RESIDENCES WITHIN LAKE FOREST. PAY AT CITY HALL ONLY WITH CASH OR CERTIFIED CHECK. LOCAL FORM AVAILABLE ON THE WEB SITE: http://www.cityoflakeforest.com/
Lansing	708-895-7200	N/C		CERTIFICATE OF PAYMENT REQUEST TO BE SUBMITTED TO THE VILLAGE – ALL OUTSTANDING CHARGES MUST BE PAID BY CERTIFIED FUNDS NOT BY TITLE COMPANY CHECK. THIS IS ALSO FOR EXEMPT TRANSFERS.
Lincolnshire	847-883-8600	\$3.00/\$1,000	Buyer	WATER READING; WATER BILL MUST BE PAID; COPY OF ILLINOIS DECLARATION REQUIRED; NEEDS EXEMPT LETTER
Lincolnwood	847745-4700	N/C		APPLICATION FOR FINAL WATER TO BE RECEIVED 5 DAYS PRIOR TO CLOSING, ALL OPEN LIENS AND MONETARY OBLIGATIONS WILL BE INCLUDED ON FINAL WATER READING. \$20.00 CHARGE. NOT APPLICABLE TO CONDOS BUT A CERTIFICATION MUST BE APPLIED FOR . \$20.00 EXEMPTION FEE,



Lynwood	708-758-6101	N/C		INSPECTION
Lyons	708-447-8886	N/C		INSPECTION AND WATER BILL
Manteno	815-929-4800	N/C		Requires check for sewer liens, the water follows the seller but must be changed. There HAS to be a sidewalk inspection, if there is no sidewalk an escrow must be set up.
Markham	708-331-4905	\$50.00 FLAT FEE.	Buyer	INSPECTION(\$400): NO ADDITIONAL COST FOR TRANSFER STAMP BUT IS NEEDED TO PROVE INSPECTION REQUIREMENT WAS MET, ORDER INSPECTION AT LEAST 3 WEEKS BEFORE CLOSING; WATER BILL
Matteson	708-283-4900	N/C		INSPECTION
Maywood	708-450-4405	\$4.00/\$1,000	Seller	WATER BILL MUST BE PAID; INSPECTION AND ORIGINAL DEED REQUIRED; HAS LOCAL FORM
McCook	708-447-9030	\$5.00/\$1,000	Seller	WATER BILL MUST BE PAID; CHARGE FOR SOME EXEMPTIONS; APPLICABLE TO SOME LEASEHOLDS; HAS LOCAL FORM; ORIGINAL DEED; RESIDENTIAL BUILDING INSPECTION
Melrose Park	708-343-4000	No Fee for Stamp	Seller	CERT. OF COMPLIANCE; VILLAGE INSPECTION REQUIRED; FEES: \$75.00 AND UP; ALLOW 2 WEEKS; NEEDS EXEMPT STAMP. \$25.00 FOR EXEMPTION
Mettawa	847-949-4015	\$5.00/\$1,000	Buyer	ORIGINAL DEED OR FACSIMILE ABI REQUIRED; HAS LOCAL FORM
Midlothian	708-389-0200	NO FEE FOR STAMP AND NO FEE FOR EXEMPT STAMP (new requirement)		Request for stamp must be issued, village will determine if all fees owed to village are paid. If all are paid a Payment Stamp will be issued. Affidavit must also be completed by transferor that property is in compliance with IL Smoke Detector Act and IL Carbon Monoxide Alarm Act. If seller is in compliance and no fees are owed, the Payment Stamp is then issued.



Monee	708-5347-8635	\$50 Inspection Fee		INSPECTION Ordinance requires the issuance of a stamp at no charge upon verification that all outstanding debts due to the village are paid. Application for stamp must be made 14 business days before transfer.
Momence	815-472-2001	N/C		All liens, final water must be satisfied, nor regulation forms to fill out.
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 issued.	Seller	WATER AND SEWER BILLS MUST BE PAID; HAS LOCAL FORM; COPY OF ILLINOIS DECLARATION AND SALES CONTRACT REQUIRED; NO PERSONAL CHECKS; WARRANTY DEED; NEEDS EXEMPT STAMP \$25.00.
Mount Prospect	847-392-6000	\$3.00/\$1,000	Buyer	METER READING; WATER AND SEWER BILLS MUST BE PAID; VIOLATIONS OF PROPERTY MAINTENANCE CODE MUST BE RESOLVED; HAS LOCAL FORM, COPY OF ILLINOIS DECLARATION REQUIRED; \$15 FEE FOR EXEMPT STAMP
Naperville	630-420-6059	\$3.00/\$1,000 **STMT OF OPEN ACCTS** SUBMITTED 7 DAYS	Buyer	**REQUEST FOR STATEMENT OF OPEN ACCOUNTS** COMPLETED STATEMENT FROM NAPERVILLE MUST BE SUBMITTED WITH TRANSFER STAMP APPLICATION. HAS LOCAL FORM; CERTIFICATE REQUIRED FOR EXEMPTION; IF NONRESIDENTIAL, CITY REQUIRES ALL



		PRIOR. NO STAMPS ISSUED WITHOUT .IT. NAPERVILLE WILL COMPLETE AND FAX BACK.		UTILITY BILLS TO BE PAID (INCLUDING A FINAL PRORATED BILL); COPY OF CONSECUTIVE CONTRACTS IF 2 DEED FILE... CONSECUTIVE ; NEEDS EXEMPT STAMP
Niles	847-967-6100	\$3.00/\$1,000	Buyer	WATER BILL MUST BE PAID; INSPECTION REQUIRED; REAL ESTATE CONTRACT REQUIRED; HAS LOCAL FORM; NEEDS EXEMPT STAMP \$25.00
Norridge	708-453-0800	N/C		\$25 FEE AND INSPECTION REQUIRED BEFORE "TRANSFER CERTIFICATE" MAY ISSUE
North Aurora	630-897-8228	N/C		
North Chicago	847-596-8681	\$5.00/\$1,000	Buyer	FINAL WATER READING; WATER BILL MUST BE PAID; CERTIFICATE FROM BUILDING COMMISSIONER REQUIRED; COPY OF CONTRACT REQUIRED; HAS LOCAL FORM; NO PERSONAL CHECKS; INSPECTION; NEEDS EXEMPT STAMP
North Lake	708-343-8700	No Fee for Stamp INSPECTION CERTIFICATE IS \$200.00	Seller	INSPECTION ONLY ON TRANSFERS OF OWNERSHIP OR BENEFICIAL INTEREST. COMPLIANCE EVIDENCED BY AN "INSPECTION AND TRANSFER STAMP". VIOLATORS SUBJECT TO CRIMINAL AND CIVIL SANCTIONS; NEED EXEMPT STAMP
North Riverside	708-447-4211	N/C		INSPECTION 24/48- hours charge is \$405.00, (seller charge) Must schedule a final water read. Also Buyer must establish a new water account for single family occupied \$75.00 if rental \$100.00. Plat of Survey must be furnished to the Village. Certificate of Occupancy will be issued required for recording.



Oak Forest	708-687-4050	N/C		INSPECTION- MULTI-FAMILY
Oak Lawn	708-636-4400	\$5.00/\$1,000 CERTIFIED CHECK ONLY	Seller	ORDER WATER BILL 1 TO 2 DAYS PRIOR TO CLOSE AND MUST BE PAID AT THE TIME OF THE READING AND ATTACHED TO THE FORM THAT IS PRESENTED FOR TRANSFER STAMP THIS FORM MUST BE SIGNED OFF BY THE PROPERTY MAINTENANCE DEPARTMENT; NO PERSONAL CHECKS; NEEDS EXEMPT STAMP.
Oak Park	708-383-6400	\$8.00/\$1,000	Seller	FINAL WATER AND SEWER READING; INSPECTION REQUIRED IF 4+ UNITS; HAS LOCAL FORM; COPY OF CONTRACT OR ILLINOIS DECLARATION REQUIRED; NEEDS EXEMPT STAMP \$30.00
Olympia Fields	708-503-8000	N/C		INSPECTION
Palos Hills	708-598-3400	N/C	Seller	SELLER PERMIT INSPECTION REQUIRED \$50.00 , FINAL WATER READ ALSO REQUIRED AND WILL BE ADDED TO THE INSPECTION FEE. ALL VIOLATIONS WILL BE INCLUDED. ISSUED PERMIT REQUIRED FOR RECORDING.
Park Forest	708-748-1112	\$5.00/\$1,000	Seller	SUMS DUE MUST BE PAID; \$100 INSPECTION FEE- FOR A CHANGE OF OCCUPANCY CERTIFICATE TO BE ISSUED HAS LOCAL FORM; \$25 FEE FOR XEMPTIONS VACANT PROPERTY- VANCANT IN EXCESS OF 60 DAYS MUST BE REGISTERED- BUYER MUST ACKNOWLEDGE THEY ARE PURCHASING AS IS. \$200.00 THEN OCCUPANCY INSPECTION CERT – TOTAL \$300.00.
Park Ridge	847-318-5289	\$2.00/\$1,000	Seller	WATER BILL MUST BE PAID; ZONING INSPECTION REQUIRED; HAS LOCAL FORM; NEEDS EXEMPT STAMP ALSO



				NEEDS A FULL SCALE SURVEY.
Peotone	708-258-3279	N/C		All sewer, water and garbage liens must be satisfied and cleared with the Village.
Peoria	309-494-8545	\$2.50/\$1,000	Seller	NEEDS EXEMPT STAMP
Pingee	847-464-55371	N/C		REQUIRES FINAL WATER
Phoenix	708-339-0090			INSPECTION
Plainfield	(815) 436-7093	NC		NEED TO CHECK FOR WATER AND WEED LIENS,
Posen	708-385-0139	N/C		ORDINANCE REQUIRES NOTICE TO VILLAGE CLERK OF INTENT TO SELL ANY RESIDENTIAL PROPERTY, VILLAGE INSPECTION AND CERTIFICATE OF COMPLIANCE
Richton Park	708-481-8950	\$50		INSPECTION
Riverdale	708-841-2200	\$200.00 FOR TRANSFER STAMP. NO EXEMPT STAMP	Seller	. INSPECTION NO EXEMPT STAMP ALL SALES OF PROPERTY REQUIRE A TRANSFER STAMP. A CERTIFIED TERMITE INSPECTION REQUIRED. WITHIN PREVIOUS 3 MONTHS. A CLEARANCE FORM REQUIRED ON ALL PROPERTIES.
River Forest	708-366-8500	\$1.00/\$1,000	Seller	WATER READING REQUIRED; FINAL WATER BILL; INSPECTION REQUIRED; HAS LOCAL FORM; ZONING INSPECTION; NEEDS EXEMPT STAMP
River Grove	708-453-8000	single family; \$25.00 plus \$25.00 for each unit if apt. bldg.; \$100.00 other properties	Seller	WATER BILL AND OTHER OBLIGATIONS MUST BE PAID; COPY OF DEED REQUIRED; INSPECTION; NEEDS EXEMPT STAMP
Riverside	708-447-2700	N/C		CERT. OF COMPLIANCE
Robbins	708-385-8940			\$25 STAMP AND INSPECTION.



Rolling Meadows	847-394-8500	\$3.00/\$1,000	Seller	WATER AND SEWER BILLS MUST BE PAID; COPY OF DEED AND ILLINOIS DECLARATION REQUIRED; HAS LOCAL FORM; FEE FOR EXEMPT STAMP is \$50.00.
Romeoville	815-886-7200	\$3.50/\$1,000	Buyer	PROPERTY MUST BE CLEARED OF ALL DEBTS TO VILLAGE; MUST OBTAIN CLEARANCE LETTER FOR ALL TRANSACTIONS, INCLUDING EXEMPT; METER READING MUST BE SCHEDULED AT LEAST ONE WEEK BEFORE CLOSING; CLEARANCE LETTERS ARE VALID FOR FIVE BUSINESS DAYS; USE PTAX-203 AND CALL; ORIGINAL OR COPY OF DEED; FOR EXEMPTIONS NEED VILLAGE CERT. OF EXEMPTION, \$40.00 FEE
Round Lake	847-546-5400	N/C		Final water. (no stamp, no inspection).
Round Lake Beach	847-546-2351	N/C		INSPECTION \$60.00 and final water
Round Lake Hts	847-546-1206	N/C		OCCUPANY INSPECTION \$75.00
Round Lake Park	847-546-2790	N/C		INSPECTION \$75.00; FINAL WATER READING
Sauk Village	708-758-3330	N/C		INSPECTION COST AT \$50.00. ALSO ALL OUTSTANDING LIENS AND WATER BE PAID.
Schaumburg	847-895-4500	\$1.00/\$1,000	Seller	WATER BILL MUST BE PAID; COPY OF ILLINOIS DECLARATION REQUIRED OR SALES CONTRACT; HAS LOCAL FORM; \$10 FEE FOR EXEMPT STAMP, ALSO NEED COPY OF IL DEC, SALES CONTRACT AND CERT. OF EXEMPTION
Schiller Park	847-678-2550			INSPECTION
Skokie	847-673-0500	\$3.00/\$1,000	Seller	WATER BILL MUST BE PAID; HAS LOCAL FORM; \$25 FEE FOR EXEMPT STAMP



South Chicago Heights	708-755-1881			No stamp for South Chicago Heights, just need (For sale inspection) from the village.
South Holland	708-210-2910	N/C	Seller	TRANSFER CERTIFICATE – ON ALL PROPERTY TRANSFERS. GOOD FOR 30 DAYS. MUST ALLOW 3 BUSINESS DAYS NO EXCEPTIONS
South Elgin	847-742-5780	N/C		FINAL WATER AND OUTSTANDING LIENS.
St. Anne	815-427-6783	N/C		Must call the Village Hall as St. Anne address does not mean it is St. Anne affiliated. Satisfy unpaid water and liens.
Steger	708-754-3395	\$50	Seller	Inspection must be done and water bill paid before closing.
Stickney	708-749-4400	\$5.00/\$1,000	Seller	FINAL WATER READING; ORIGINAL DEED AND STATE AND COUNTY DECLARATIONS AND COPY OF CONTRACT REQUIRED; HAS LOCAL FORM; NO PERSONAL CHECKS; \$25 FEE FOR EXEMPT STAMP; INSPECTION; ZONING CERT.
Stone Park	708-345-5550	\$4.00/\$1,000	Seller	FINAL WATER READING; HOUSING INSPECTION REQUIRED (\$50 PER RESIDENCE); ILLINOIS DECLARATION FORM REQUIRED; NEEDS EXEMPT STAMP
Streamwood	630-837-0200	\$3.00/\$1,000	Seller	WATER BILL MUST BE PAID; HAS LOCAL FORM; COPY OF ILLINOIS DECLARATION REQUIRED; \$10 FEE FOR EXEMPT STAMP
Summit	708-563-4823	N/C		INSPECTION REQUIRED FOR OCCUPANCY; CONTACT INSPECTION DEPT FOR ORDINANCE



Sycamore	815-895-4515	\$5/\$1,000	Buyer	BUYER REQUIRED TO BRING FULLY EXECUTED COPY OF REAL ESTATE CONTRACT AND PAY THE TAX PRIOR TO CLOSING @ CITY FINANCE OFFICE. EXEMPTIONS INCLUDE TRANSACTIONS THAT ARE SUBJECT TO STATE AND COUNTY TRANSFER STAMP EXEMPTIONS OR IF INDIVIDUALS WHO PURCHASE HOMESTEAD REAL ESTATE WITHIN THE CITY AND HAVE BEEN RESIDENTS OF THE CITY OF SYCAMORE FOR 12 CONSECUTIVE MONTHS
University Park	708-534-6451	\$1.00/\$1,000	Seller	ALL SUMS DUE MUST BE PAID; INSPECTION REQUIRED (\$250, NO PERSONAL CHECKS); HAS LOCAL FORM; NEEDS EXEMPT STAMP \$25.00
Villa Park	630-834-8505	N/C	Seller	COMPLIANCE CERTIFICATE \$50.00, CASH, MONEY ORDER, CERTIFIED FUNDS, TITLE COMPANY CHECKS NOT ACCEPTED.
Wauconda	847-526-9600	N/C		INSPECTION
Waukegan	847-599-2500	N/C		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 & PAY ATTENTION TO THE REQUIREMENTS.	708-345-0020	No Fee	Seller	FINAL WATER READING; FINAL WATER BILL; \$125.00 HOME INSPECTION – PAYABLE IN ADVANCE AND INCLUDED WITH THE APPLICATION THAT MUST BE PAID PRIOR TO SCHEDULING THE INSPECTION ; ORIGINAL DEED REQUIRED; STAMP, ALSO REQUIRED BY THE RECORDER'S OFFICE TO RECORD DEED; NEED EXEMPT STAMP
West Chicago	630-293-2200	In Lieu of a Transfer Stamp an inspection is conducted at the cost of	Seller	APPLY 21 DAYS BEFORE SALE. 10 BUSINESS DAYS FROM APPLICATION TO INSPECTION. FINAL WATER METER READING MUST BE DONE AT LEAST 2



		<p>\$.11 cents per square foot.</p> <p>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.</p>		<p>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.</p>
Wheaton	630-260-2027	\$2.50/\$1,000	Buyer	<p>WATER AND BILL MUST BE PAID; COPY OF CONTRACT OR STATE DECLARATION REQUIRED; HAS LOCAL FORM; NEED EXEMPT STAMP \$25.00</p>
Wheeling	847-459-2600	N/C	Seller	<p>REQUIRES REAL ESTATE TRANSFER CERTIFICATE CONFIRMING WATER, SEWER AND GARBAGE DISPOSAL ASSESSMENTS PAID IN FULL; MUST APPLY MORE THAN SEVEN DAYS PRIOR TO CLOSING; APPLICATION FORM</p>
Wilmette	847-251-2700	\$3.00/\$1,000	Buyer	<p>FINAL WATER READING; WATER BILL AND OTHER INVOICES MUST BE PAID; HAS LOCAL FORM; NEEDS EXEMPT STAMP. FORM IS IN TRIPLICATE</p>
Woodridge	630-852-7000	\$2.50/\$1,000	Seller	<p>WATER READING REQUIRED; \$75 OR AVERAGE OF LAST 2 BILLS DEPOSIT TOWARDS FINAL WATER BILL; DEED AND STATE DECLARATION REQUIRED; HAS LOCAL FORM; NEED EXEMPT STAMP \$25.00</p>
Worth	708-448-1181	N/C		<p>NO FEE; NEED CERTIFICATE OF PAYMENT FOR WATER AND SEWER - \$20.00 FEE</p>

