

# City Of Elmhurst

## Real Estate Transfer Stamp Requirements

Before issuing a real estate transfer stamp, the following requirements **MUST** be met:

An **approved** sump pump inspection certificate on file.

(Make arrangements for inspection with public works, 630-530-3020.)

A **FINAL** meter reading scheduled and **forwarding address provided**.

(Schedule final meter read with Water Billing Dept., 630-530-3110 or 3111.)

We **MUST** be provided with **copies** of the following:

**(COPIES WILL NOT BE RETURNED. DOCUMENTATION CAN BE FAXED PRIOR TO PICKUP TO 630.530.6403)**

- City of Elmhurst Real Estate Transfer Tax Declaration  
(Download from City of Elmhurst Website - Please include Property Identification Number – PIN)
- Signed sales contract signed by **BOTH** the seller and buyer  
(front page and signature page)
- Deed (does **NOT** need to be signed)
- State of Illinois P-Tax 203 real estate declaration –**Can be found online**  
(does **NOT** need to be signed)

All past due balances **MUST** be paid-in-full with the City of Elmhurst:

- Current & Past Due Utility Bill (Water/Sewer)  
(Final bill will be forwarded to forwarding address of seller)
- Parking Tickets
- Miscellaneous Receivables

Payment for the real estate transfer tax is - **\$1.50 per thousand** of the sale price (rounded **up to** the nearest thousand). We accept cash, check, Visa® or MasterCard®.

Effective December 1, 2004, the City of Elmhurst **WILL NOT** issue transfer stamps for exempt transactions as defined by State of Illinois statutes.

Questions – 630.530.3117 or 3118