

# City of Elmhurst

630-530-3117 PHONE 630-530-6403 FAX

## Real Estate Transfer Tax Declaration

P.I.N. NUMBER

CLOSING DATE

MOVE OUT DATE

ADDRESS OF PROPERTY:

TYPE OF TRANSFER (Type of Deed, Assignment of Beneficial Interest or other type of transfer):

FULL ACTUAL CONSIDERATION FOR TRANSFER:

\$

CONSIDERATION TO BE COVERED BY STAMPS:

\$

AMOUNT OF TAX (\$1.50 PER EVERY \$1,000.00 OR PART THEREOF OF TAXABLE CONSIDERATION):

\$

WE HEREBY DECLARE THE FULL ACTUAL CONSIDERATION AND FACTS CONTAINED IN THIS DECLARATION TO BE TRUE AND CORRECT.

SELLER Full Formal name(s) with Middle Initial and Current Address

FORWARDING ADDRESS FOR FINAL BILL - Must be residential address unless business purchase

SIGNATURE

SELLER OR AGENT

BUYER Full Formal Name(s) with Middle Initial and current address PREVIOUS TO PURCHASE

BILLING ADDRESS for future water bills

SIGNATURE

BUYER OR AGENT

IF SELLER OR BUYER IS A TRUST, PLEASE INDICATE THE BENEFICIARY (IES) AND /OR PARTY (IES) HAVING POWER OF DISCRETION.

PLEASE ATTACH THE FOLLOWING **COPIES** FOR THE CITY TO RETAIN:

1. THE SIGNED AND DATED SALES CONTRACT
2. DEED
3. STATE OF ILLINOIS P-TAX FORM

**PLEASE NOTE:**

**LOST TRANSFER STAMPS CANNOT BE REPLACED.  
THEY MUST BE REPURCHASED**

PURSUANT TO THE CITY CODE OF THE CITY OF ELMHURST, NO STAMPS WILL BE ISSUED UNTIL:

- A SUMP PUMP INSPECTION IS COMPLETED AND PASSED – CALL 630-530-3020 TO MAKE ARRANGEMENTS FOR INSPECTION.
- A FINAL METER READING APPOINTMENT IS SCHEDULED – CALL 630-530-3110 OR 3111. (INFORMATION NEEDED: CLOSING DATE, MOVE OUT DATE, CURRENT BILLING NAME AND FORWARDING ADDRESS, NEW CUSTOMER NAME AND BILLING ADDRESS IF NOT SAME AS SERVICE ADDRESS). A FINAL BILL WILL BE SENT TO FORWARDING ADDRESS.
- ALL CURRENT DEBTS (NOT INCLUDING FINAL UTILITY BILL) DUE AND OWING THE CITY WITH RESPECT TO THE PROPERTY AND CUSTOMER ARE PAID IN FULL.

-----FOR OFFICE USE ONLY-----

BILLING CONTACT

BALANCE

ACCOUNT NO.

SUMP PUMP

INVOICES

TICKETS

STAMP NO.

DATE

INITIALS