

## **City of Elmhurst Real Estate Transfer Stamp Requirements**

**Beginning JANUARY 1, 2020 all transfer stamp request forms must be typed and submitted 72 hours prior to picking it up**

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

An approved and current sump pump inspection certificate on file. (Make arrangements for inspection with public works, 630-530-3030)

We MUST be provided with copies of the following:

(Copies will not be returned. Typed documentation can be faxed to 630-530-6403 or emailed to [TRANSFERSTAMP@ELMHURST.ORG](mailto:TRANSFERSTAMP@ELMHURST.ORG))

- City of Elmhurst Real Estate Transfer Tax Declaration page  
(Can be downloaded from City of Elmhurst website-Please include property identification number PIN)
- Signed sales contract signed by BOTH seller and buyer
- Deed (does not need to be signed)
- State of Illinois MY DEC 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 and past due Utility (water / sewer) bill – final meter reading will be scheduled based on information provided on Elmhurst Declaration page. Final bill will be mailed to sellers forwarding address
- 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

**We do not issue transfer stamps for exempt transactions as defined by State of Illinois statutes.**

**Questions – 630-530-3117 or 3118**