

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. (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)

- 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 and does not need to be signed)
- Sump pump compliance certificate

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