



FINANCE DEPARTMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5300
desplainesil.gov

CITY OF DES PLAINES
REQUEST FOR REFUND
REAL ESTATE TRANSFER TAX

Real Estate Transfer Tax Ordinance M-21-94 allows sellers to receive a refund of \$2.00 for every \$1,000 in Real Estate Transfer Tax paid. To determine eligibility, sellers must refer to Section 15-7-13(A) of the Des Plaines City Code, which outlines all criteria and exceptions. The application must be submitted within 60 days of the second transfer.

Seller's Name: _____

Address of Property Sold: _____

Date Transfer Tax Paid: _____ Receipt Number: _____

Tax Stamp Number: _____ Stamp Amount Paid: \$ _____

Payable to (Seller's New Address):

Name: _____

Address: _____ Des Plaines, IL 600_____

Phone Number: _____ Closing Date (new address): _____

I hereby declare that I have paid the City of Des Plaines the required tax in the amount stated on the Release Estate Transfer Declaration form. In accordance with the requirements stated in Ordinance M-21-94, I am submitting this claim for refund. I hereby affirm and declare that the above information is true and correct to the best of my knowledge.

Signature: _____ Date: _____
Seller (Grantor)

RETURN THIS FORM TO: THE CITY OF DES PLAINES, FINANCE DEPARTMENT, 1420 MINER STREET, DES PLAINES IL 60016

REFUNDS CAN TAKE FOUR (4) TO SIX (6) WEEKS TO PROCESS. REFUND CHECKS ARE NOT RELEASED UNTIL THE SALE IS RECORDED AND APPEARS ON THE COOK COUNTY RECORDER OF DEEDS' WEBSITE.

FINANCE DEPARTMENT USE ONLY:

New Purchase Address: _____

RET Stamp Paid: _____

Selling Address: _____

RET Stamp Paid (REFUND AMOUNT): _____

Date Paid: _____ Form of Payment: _____

Receipt #: _____ Account #: 100-00-000-0000.4160

Approved by: _____ Approval Date: _____

Finance Remarks: _____