



## FINANCE DEPARTMENT

1420 Miner Street  
Des Plaines, IL 60016  
P: 847.391.5319  
F: 847.391.5402  
[retstamp@desplaines.org](mailto:retstamp@desplaines.org)

### Real Estate Transfer Stamp Guidelines

#### **DECLARATIONS – PROPERTY SALES (includes exempt sales by Fannie Mae, Freddie Mac or HUD)** Required paperwork to be emailed (send only what is requested):

1. Completed and signed **CITY OF DES PLAINES REAL ESTATE TRANSFER DECLARATION** form
  - **Incomplete and/or unsigned paperwork will not be processed**
2. Illinois tax form (MyDec or PTAX-203)
3. Deed for this sale (does not need to be signed)
4. Plat of survey, if one is being used at closing

A residential, non-owner occupied (i.e., rented, leased, family or friends living in but not owner, or foreclosed) property requires an inspection prior to issuing the transfer stamp. To start the process, submit a \$25/unit **prepayment** along with the name and phone number of a contact who will meet the inspector.

#### **FINAL WATER READING**

Final meter readings are taken two to three work days prior to the closing date. A seller who has not updated to the Sensus meter will be notified that they must contact Public Works (847.391.5464) to schedule a final meter reading and change-out prior to issuance of the transfer stamp. The final utility amount will be included with the transfer tax.

#### **PLEASE NOTE THE FOLLOWING:**

- The stamp is not issued until processing is complete. **Processing time may vary, allow at least five business days.**
- The contact will be notified when the stamp can be picked up.
- All fees and fines owed to the City must be paid in full before the exemption stamp or transfer stamp is issued.
- A Compliance Order may be required in order to obtain a stamp. Items typically cited in the order include: code violations, private well and septic requirement to connect to City utilities, etc.
- We DO NOT return anything by FedEx. We can return by UPS or US mail. We do not provide next day processing/returns for overnight submissions.
- The City of Des Plaines refunds the real estate tax amount for a resident who buys and sells residential property which is their principal residence within one year.
- **Please include a phone number and name and/or email address to contact when processing is complete.**

#### **EXEMPTIONS**

For transactions which are not sales of real property and are exempt from paying the real estate tax per Section 15-7-7 of the City of Des Plaines Municipal Code, an exemption stamp may be obtained by providing the Finance Department:

1. The completed and signed **CITY OF DES PLAINES REAL ESTATE TRANSFER DECLARATION** form
  - Payment for current utilities may be required if the change includes removal of an individual from tile or change in form of ownership such as, but not limited to, individual to land trust or LLC, etc.
2. The original deed that is to be filed with the Cook County Clerk (no copies will be accepted)
3. A \$10 processing fee payable to the “City of Des Plaines”

**Please Note:** Transfers/changes of title to property located in **unincorporated** Des Plaines (with the exception of **9601 Golf Road**), including the sale of a property, is **EXEMPT** from paying the real estate transfer. To obtain an exemption stamp for these addresses, please submit the three items listed above.

For any questions or clarifications of these guidelines, please contact **847.391.5319** or our general number **847.391.5300**, Monday through Friday, 8:30 am to 4:30 pm or email [retstamp@desplaines.org](mailto:retstamp@desplaines.org).

*Revised 08/2022*

FOR PROPERTY SALES, APPLICATIONS MUST BE EMAILED TO [RETSTAMP@DESPLAINES.ORG](mailto:RETSTAMP@DESPLAINES.ORG) FIVE WORK DAYS PRIOR TO CLOSING DATE. PLEASE READ REAL ESTATE TRANSFER STAMP GUIDELINES BEFORE COMPLETING THIS FORM.



**FINANCE DEPARTMENT**  
1420 Miner Street, Room 104  
Des Plaines, IL 60016  
P: 847.391.5319  
F: 847.391.5402  
Email: [retstamp@desplaines.org](mailto:retstamp@desplaines.org)

**REAL ESTATE TRANSFER DECLARATION**

CHECK ONE:       DECLARATION       EXEMPTION

PROPERTY ADDRESS: \_\_\_\_\_

PERMANENT PROPERTY INDEX NO(S). \_\_\_\_\_

SELLER OR GRANTOR (INCLUDE ALL NAMES IF MORE THAN ONE ON DEED): **PLEASE PRINT**

\_\_\_\_\_  
NAMES EXACTLY AS LISTED ON DEED

\_\_\_\_\_  
SELLER'S ADDRESS **AFTER** SALE      CITY/ STATE/ZIP CODE

BUYER OR GRANTEE (INCLUDE ALL NAMES IF MORE THAN ONE ON DEED): **PLEASE PRINT**

\_\_\_\_\_  
NAMES EXACTLY AS LISTED ON DEED

\_\_\_\_\_  
BUYER'S ADDRESS **BEFORE** PURCHASE      CITY/ STATE/ZIP CODE

**IF TITLE CHANGE IS AN EXEMPTION THAT DOES NOT INCLUDE SALE OF PROPERTY, PROCEED TO PAGE 2.**

**PROPERTY SALE**

IF RESIDENTIAL       OWNER CURRENTLY LIVES IN OR PROPERTY VACANT SINCE OWNER MOVED OUT  
 RENTED OR LEASED †       OWNED BY COMPANY OR LLC †       FORECLOSURE SALE †

† NON-OWNER OCCUPIED PROPERTY REQUIRES INSPECTION BEFORE ISSUANCE OF STAMP -- \$25/unit PREPAYMENT.

CONTACT NAME	CONTACT INFO	
FOR INSPECTION:	PHONE:	EMAIL:
FOR STAMP PICKUP:	PHONE:	EMAIL:

ANTICIPATED DATE OF CLOSING \_\_\_\_\_

FULL ACTUAL CONSIDERATION (INCLUDING MORTGAGE AND VALUE OF LIABILITES ASSUMED) \_\_\_\_\_

AMOUNT OF TAX\* (\$2 / \$1,000) (SALES PRICE ROUNDED UP TO NEAREST \$500) \_\_\_\_\_

(\*IF EXEMPT FROM PAYING TRANSFER TAX FOR THIS SALE, PLEASE ALSO COMPLETE PAGE 2)

We hereby declare the full actual consideration and above facts contained in this declaration to be true and correct.

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_  
SELLER OR SELLER'S AGENT

OFFICE USE ONLY		
WATER AMOUNT(S) DUE	COMPLETED BY (PLEASE INITIAL)	DATE

## EXEMPTIONS

PROPERTY ADDRESS: \_\_\_\_\_

- PROPERTY IS LOCATED IN UNINCORPORATED DES PLAINES AND IS EXEMPT FROM PAYMENT OF THE TRANSFER TAX.  
(PLEASE SIGN AND DATE BELOW)

Note: The City of Des Plaines Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are enumerated in Section 15-7-7 of the Ordinance which is printed below. To claim one of these exemptions, complete the appropriate blanks below:

I hereby declare that this transaction is exempt from taxation under the City of Des Plaines Real Estate Transfer Tax Ordinance by paragraph(s) \_\_\_\_\_ of Section 15-7-7 of said Ordinance.

Details for exemption claimed: (Explain what is changing on title) \_\_\_\_\_

If claiming exemption under **paragraph D** for consideration less than \$100.00:

What is the grantor's relationship to the grantee? \_\_\_\_\_

We hereby declare the full actual consideration and above facts contained in this declaration to be true and correct.

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_  
Seller or Agent

Section 15-7-7 The tax imposed by this article shall not apply to the following transactions:

- (A) Transactions involving property acquired by or from any governmental body or by any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious or educational purposes.
- (B) Transactions which secure debt or other obligations.
- (C) Transactions in which deeds, without additional consideration, confirm, correct, modify or supplement deeds previously recorded.
- (D) Transactions in which the actual consideration is less than one hundred dollars (\$100.00).
- (E) Transactions in which the deeds are tax deeds.
- (F) Transactions which are releases of property which is security for a debt or other obligation.
- (G) Transactions of partitions.
- (H) Transaction made pursuant to mergers, consolidations or transfers or sales of substantially all of the assets of a corporation pursuant to plans of reorganization.
- (I) Transactions between subsidiary corporations and their parents for no consideration other than the cancellation or surrender of the subsidiary corporation's stock.
- (J) Transactions wherein there is an actual exchange of real property except that the money difference or money's worth paid from one to the other shall not be exempt from the tax.
- (K) Transactions representing transfers subject to the imposition of a documentary stamp tax imposed by the government of the United States.
- (L) Transactions involving deeds issued to holder of a mortgage pursuant to a mortgage foreclosure proceeding or pursuant to a transfer in lieu of foreclosure.