

# REAL ESTATE TRANSFER DECLARATION FORM

## Instructions for Use

1. **COVERAGE:** All transfers of real estate in the City of Park Ridge are subject to the provision of the City of Park Ridge Real Estate Transfer Tax Ordinance. The Real Estate Transfer Declaration Form must be submitted to the City of Park Ridge for each transfer of real estate and a transfer stamp must be affixed to each transfer document to be recorded.
2. **INSPECTION:** Processing of a Park Ridge Real Estate Transfer Declaration involves an examination of records and a physical inspection of the **exterior** of the property to determine whether violations of the zoning or subdivision regulations exist. The examination may take as much as five (5) business days under normal conditions. If the inspection reveals that a violation may exist, the seller may be contacted to provide additional information, such as proof of the date of seller's acquisition of the property, or the specific date of construction of improvements to the property. Some types of violations, but not all, will prevent the issuance of a transfer stamp. Some transfers are exempt from the inspection. The Transfer Officer must review all transfer declarations to confirm that an exemption applies.
3. **TIME FOR FILING:** The Real Estate Transfer Declaration Form should be submitted to the City sufficiently in advance of the closing to allow for review and processing of the transfer (**at least five (5) business days**). Submission of the Declaration Form after closing is not advisable since recording of the deed will be delayed until the City's tax stamp is issued and, if violations are discovered, the property transfer may be invalid.
4. **ATTACHMENTS:** The completed Transfer Declaration Form, signed by the seller (and buyer if an exemption is claimed) must be submitted with:
  - a. The original deed, assignment of beneficial interest or other document used to transfer title to the property completed except for grantor's signatures and date.
  - b. Except for condominium property, a recent Plat of Survey of property to be transferred. If the survey is more than one (1) year old, it must be accompanied by seller's affidavit of present accuracy.
  - c. A copy of the buyer's commitment for title insurance, seller's title policy or owner's Torrens Certificate.
  - d. A check payable to the City of Park Ridge for the amount of the transfer tax.
5. **FILING BY MAIL:** The required documents and fees may be submitted by mail and, when approved, will be returned by mail, if requested. If the City is provided with a daytime telephone number, notice will be given when processing of the Transfer Declaration is completed. Prior to issuance of the transfer stamp and return of the deed, the transfer tax fee must be paid (unless an exemption applies) as well as any unpaid water bills or other fees owed to the City.
6. **FILING BY FAX:** The **completed** Park Ridge Transfer Declaration form and available survey may be faxed to begin the process (FAX (847) 318-6411). The applicant is notified when all other documents are to be submitted for final review and stamp issuance. At that time, the **transfer tax** and **final water bill** will be due.

7. **EXEMPT TRANSFERS:** There is **NO CHARGE** for an exempt transfer stamp. However, an inspection is required except for condos. The Transfer Officer must review all transfer declarations to confirm that an exemption applies.

NOTE: Final Water Reading Arranged by calling (847) 318-5223

---

**CITY OF PARK RIDGE REAL ESTATE TRANSFER DECLARATION**

Department of Community Preservation and Development, 505 Butler Place, Park Ridge, Illinois 60068-4182  
(847) 318-5289 FAX: (847) 318-6411

---

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

LEGAL DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERMANENT PROPERTY INDEX NUMBER: \_\_\_\_\_

---

Full Actual Consideration (include amount of mortgage and value of liabilities) \$ \_\_\_\_\_

Amount of Tax (\$2.00 per \$1,000.00 or fraction thereof of full actual consideration) \$ \_\_\_\_\_

(NOTE: The transfer tax is the grantor's liability per Ordinance #89-21.)

---

The City of Park Ridge Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. The exemptions are enumerated in Section 2-18-6 of the Ordinance which is printed on the Municipal Code page of this form. To claim one of these exemptions, complete the blanks below:

I/We hereby declare that this transaction is exempt from taxation under Park Ridge Real Estate Transfer Tax Ordinance by paragraph(s) \_\_\_\_\_ of Section 2-18-6 of said Ordinance.

Give details: \_\_\_\_\_

---

**Grantor/Transferor/Seller must answer the following questions. Use additional sheets if necessary.**

1. Date grantor acquired this property? (Month/Year) \_\_\_\_\_

2. Is this property improved or vacant land? \_\_\_\_\_

3. Has grantor built any new structures or additions on this property? \_\_\_\_\_

If yes, give date and details: \_\_\_\_\_

4. Has grantor transferred separately any land previously attached to this property? \_\_\_\_\_

If yes, give date and details: \_\_\_\_\_

---

I/We hereby declare the above facts to be true and complete, under penalty of law.

**Grantor/Transferor/Seller (As indicated on the transfer document)**

PRINTED Name

Address

SIGNATURE( Seller or Agent)

Date Signed

**Grantee/Transferee/Buyer (Required if exemption claimed above)**

PRINTED Name

Address

SIGNATURE (Buyer or Agent)

Date Signed

DATE CLOSING \_\_\_\_\_ Date Received \_\_\_\_\_ Date to Finance \_\_\_\_\_ Date Returned \_\_\_\_\_

Mail \_\_\_\_\_ Contact Person & Phone \_\_\_\_\_

Stamp # \_\_\_\_\_ Date Issued \_\_\_\_\_ Approved By \_\_\_\_\_

MUNICIPAL CODE

2-18-6: EXEMPTIONS: The tax imposed by this Chapter 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 education purposes.
- B. Transactions which secure debt or other obligation.
- C. Transactions in which deeds, without additional consideration, confirm, correct, modify or supplement deeds previously recorded.
- D. Transactions in which the deeds are tax deeds.
- E. Transactions which are releases of property which is security for a debt or other obligation.

F. Transactions of partitions.

G. Transactions made pursuant to merges, consolidations or transfers or sales of substantially all of the assets of a corporation pursuant to plans or reorganization.

H. Transactions between subsidiary corporations and their parents for no consideration other than the cancellation or surrender of the subsidiary corporation's stock.

I. Transactions representing transfers subject to the imposition of a documentary stamp tax imposed by the government of the United States.

J. Transactions involving deeds or trust documents executed prior to the effective date of this ordinance.

K. Transactions involving transfer by an executor or administrator to a legatee, heir or distributee where the transfer is being made pursuant to will or by intestacy.

L. Transactions effected by operation of law or upon delivery or transfer in the following instances:

1. from a decedent to his executor or administrator;
2. from a minor to his guardian or from a guardian to his ward upon attaining majority;
3. from an incompetent to his conservator, or similar legal representative, or from a conservator or similar legal representative to a former incompetent upon removal of disability;
4. from a bank, trust company, financial institution, insurance company, or other similar entity, or nominee, or trustee therefor, to a public officer or commission, or person designated by such officer or commission or by a court, in the taking over of its assets, in whole or in part, under state or federal law regulating or supervising such institutions, nor upon redelivery or retransfer by any such transferee or successor thereto;
5. from a bankrupt or person in receivership due to insolvency to the trustee in bankruptcy or receiver, from such receiver to such trustee or from such trustee to such receiver, nor upon redelivery or retransfer by any such transferee or successor thereto;
6. from a transferee under paragraphs 1 to 5, inclusive, to his successor acting in the same capacity, or from one such successor to another;
7. from trustees to surviving, substitute, succeeding or additional trustees of the same trust;
8. upon the death of a joint tenant or tenant by the entirety, to the survivor or survivors.

M. Transactions in which the actual consideration is less than one hundred dollars (\$100.00).