

Real Estate Transfer Declaration

NOTE: All outstanding financial obligations owed to the Village must be paid in full before a transfer stamp will be issued.

Stamp # and Date _____

1000 CIVIC CENTER DRIVE • NILES, ILLINOIS 60714-3229 • TELEPHONE (847) 588-8030 • www.vniles.com

CHECK APPROPRIATE BOXES:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> RESIDENTIAL | <input type="checkbox"/> COMMERCIAL |
| <input type="checkbox"/> MULTI-UNIT | <input type="checkbox"/> INDUSTRIAL |
| NO. OF UNITS _____ | <input type="checkbox"/> EXEMPTION |
| <input type="checkbox"/> LAND TRUST | <input type="checkbox"/> OTHER (specify) _____ |

Recorder Or Registrar's Document No. _____ Date Recorded _____ <i>(For Recorder's Use Only)</i>

INSTRUCTIONS ARE ON REVERSE SIDE:

Address of Property _____
Street Zip Code

Permanent Property Index No. _____

Date of Deed _____ Type of Deed _____

Full Actual Consideration:

Include the amount of mortgage and/or the value of liabilities assumed by the grantees (buyers), if any \$ _____

Amount of Tax:

\$3.00 per \$1,000 of full actual consideration rounded up to the nearest \$1,000. \$ _____

EXEMPT STAMP ADMIN FEE (\$25 if applicable) \$ _____

OCCUPANCY PERMIT FEE (\$35 if applicable) \$ _____

TOTAL TAX AND FEES: \$ _____

Note: The Village of Niles Real Estate Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are enumerated in Village of Niles Municipal Code and are printed on the reverse side of this form. To claim one of these exemptions, complete the appropriate blanks below and include a \$25.00 processing fee:

I hereby declare that this transaction is exempt from taxation under the Village of Niles Municipal Code number 94-32, item _____ or Section 94-33 item _____. For exempt stamps, a copy of the document to be recorded and the Cook County Real Estate Declaration are required.

Details for exemption claimed, including documentation provided: (explain)

WE HEREBY DECLARE THE FULL ACTUAL CONSIDERATION AND ABOVE FACTS CONTAINED IN THIS DECLARATION TO BE TRUE AND CORRECT.

GRANTOR (SELLER):

Name _____	Address _____	Zip Code _____
Signature _____ <small>(Seller)</small>	Date Signed _____	email: _____

GRANTEE (BUYER):

Name _____	Address _____	Zip Code _____
Signature _____ <small>(Buyer)</small>	Date Signed _____	email: _____

INSTRUCTIONS

1. In order to process your request for a Village of Niles Real Estate Transfer Tax Stamp, this Real Estate Transfer Declaration must be completed in its entirety, signed by the grantor (seller) and the grantee (buyer). Either the grantor or the grantee may sign for both parties. Note the grantor and grantee names on this form must read exactly as the names on the document being recorded.
2. The seller of the residential property must request an inspection by the Village of Niles. The inspector conducts a basic property inspection and takes a final water meter reading. Commercial properties must call 847-588-8030 to arrange for final water meter reading.
3. The full amount of consideration of the transaction is the amount upon which the tax is to be completed. Both the full actual consideration of the transaction and the amount of the tax stamp required must be stated on this declaration form in the space provided below.
4. A copy of the Illinois Real Estate Transfer Declaration form is required for Village's records. An unexecuted copy of the document will be accepted to purchase the stamp; however, the executed document must be forwarded to the Village within 10 days of closing.
5. Once completed, this form should be returned to the Finance Department, 1000 Civic Center Drive, Niles, Illinois 60714, at the time of purchase of the Real Estate Transfer stamp as required by the Village Municipal Code. The stamp must be affixed to the document with this form attached when the title is recorded.

VILLAGE OF NILES VILLAGE MUNICIPAL CODE CHAPTER 94 SECTION 94 ARTICLE II

1. TRANSACTION EXEMPTION

The tax imposed by this Section shall not apply to the following transactions, provided said transaction in each case is accompanied by a certificate setting forth the facts or such other certificate of record or sworn statement as the Director of Finance may require with respect to said exemption:

- 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 in which the deeds secure debt or other obligations;
- c. Transactions in which the deeds, without additional consideration, confirm, correct, modify or supplement deeds previously recorded;
- d. Transactions in which the actual consideration is less than Five Hundred (\$500.00) Dollars;
- e. Transactions in which the deeds are tax deeds;
- f. Transactions in which the deeds are releases of property which is security for a debt or other obligation;
- h. Transactions in which deeds are partition deeds;
- g. Transactions made pursuant to mergers, consolidations or transfer 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 of money's worth paid from one or 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; and
- l. Transactions in which the deeds are issued to a holder of a mortgage, as defined by Illinois Revised Statutes, Chapter 110, Paragraph 15-103, pursuant to a mortgage foreclosure.

2. ESTATE AND TRANSFER EXEMPTIONS

The taxes imposed by this Section shall not be imposed on or transferred by an executor or administrator to a legatee, heir or distributee where the transfer is being made pursuant to will or by intestacy. The tax provided by this Section shall further be exempt where the transaction is effected by operation of law or upon delivery or transfer in the following instances:

- a. From a decedent to his executor or administrator;
- b. From a minor to his guardian or from a guardian to his ward upon attaining majority;
- c. 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;
- d. From a bank, trust company, financial institution, insurance company, or other similar entity, or nominee, custodian, or trustee therefore; 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;
- e. 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;
- f. From a transferee under letters a to e inclusive, to his successor acting in the same capacity, or from one such successor to another;
- g. From a foreign country or national thereof to the United States or any agency thereof, or to the government of any foreign country directed pursuant to the authority vested in the President of the United States by section 5(b) of the Trading with the Enemy Act (40 Stat. 415), as amended by the First War Powers Act (55 Stat. 839);
- h. From trustees to surviving, substitute, succeeding or additional trustees of the same trust;
- i. Upon the death of a joint tenant or tenant by the entirety, to the survivor or survivors; and
- j. A transfer by lease.

Village of Niles

1000 Civic Center Drive, Niles, Illinois 60714
Telephone (847) 588-8000 Fax (847) 588-8050

INFORMATION FOR TRANSFER STAMPS

DATE: ____/____/____

EXEMPT TRANSACTION

PROPERTY ADDRESS: _____

PIN # _____

BUYER'S NAME: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

OWNER OCCUPIED: YES NO

IF NOT, CURRENT ADDRESS: _____

- TYPE OF PROPERTY:
- SINGLE-FAMILY
 - MULTI-FAMILY _____ (list # of units)
 - TOWNHOUSE/CONDOMINIUM
 - COMMERCIAL
 - INDUSTRIAL
 - RENTAL _____ (list type)
 - NEW CONSTRUCTION

I hereby certify that the above statements are true and correct.

BUYER'S NAME: _____ DATE: ____/____/____
(Print)

BUYER'S NAME: _____ DATE: ____/____/____
(Sign)

Village of Niles

1000 Civic Center Drive, Niles, Illinois 60714
Telephone (847) 588-8000 Fax (847) 588-8050

AFFIDAVIT

I hereby certify that _____ is/are the purchaser(s) of property located at _____, Niles, Illinois. I further certify that I am aware of any code violations that have been cited by the Village of Niles against said property as a result of a Point-of-Sale Inspection made on the _____ day of _____, 20____, which violations are hereby incorporated by reference.

Check ONE box below:

I hereby accept full responsibility for correcting said violations within a period not to exceed **30 days** of my obtaining an interest in said property.

I accept no responsibility for correcting said violations on the property. I hold the seller fully responsible for correcting all violations and will not finalize the process to transfer property until said violations are corrected by seller. (NOTE: TRANSFER STAMPS WILL NOT BE ISSUED FOR THE SALE OF PROPERTY UNTIL VIOLATIONS ARE CORRECTED BY SELLER.)

Name of Purchaser print

Date

Name of Purchaser sign

Date

Subscribed to and sworn before me

A NOTARY PUBLIC this _____ day of _____, 20_____.

NOTARY PUBLIC