

VILLAGE OF ROBBINS
REAL ESTATE TRANSFER STAMP APPLICATION FORM

DATE OF FILING

Transfer Tax Stamp No.

CHECK APPROPRIATE BOXES

Residential Commercial Multi-unit Vacant Land
 Declaration Exemption Condo Unit Land Trust

- 1). This form must be filled out completely, signed by at least one of the grantees (buyers), signed by at least one of the grantors (sellers), and presented to the Office of the Village Clerk, 3327 W. 137th Street Robbins. The stamps must be affixed to the deed when the title is recorded. **Note:** The Village is not responsible for lost or stolen real estate transfer tax stamps. If the property is residential or commercial, a \$240.00 inspection fee is payable prior to issuance of the transfer stamp.
- 2). A copy of the Illinois PTax-203 Declaration form or first page of Sales Contract must be sent and/or presented to the office of the Village Clerk, pursuant to Section 18-109 of the Ordinance.
- 3). Final water bill must be paid before transfer stamp is issued. (See notes below for water account set up).
- 4). A copy of original Deed with the legal description attached or included in the deed, with PIN number.
- 5). There is a \$100.00 (per PIN) transfer stamp fee. Payment of tax is obligation of seller. Acceptable forms of payment are Cash, Money Order, Cashier checks payable to "Village of Robbins", Visa, Mastercard, American Express or Discover Card.
- 6). For more information, please call 708-385-8940 Monday - Friday, 9:00 A.M. to 3:00 P.M.
Note: Transfer stamps are only issued Tuesday- Thursday 10am-2pm.

Address of Property Street Zip Code
Buyer will occupy property? Yes No

Permanent Property Index No.

Type of Sale Short Foreclosure Direct _____
Type of Deed Date of Deed

Full Actual Consideration
Include amount of mortgage and value of liabilities assumed \$ _____

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

Grantor (Seller): [Please Print]

Name Address Zip Code

Signature (Seller or Agent) Date Signed
Grantee (Buyer): [Please Print]

Name Address Zip Code

Signature (Buyer or Agent) Date Signed

Phone No. (Seller) Phone No. (Buyer)

SECTION 18-107: The tax imposed by the Ordinance 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 Ordinance shall further be exempt where the transaction is effected by operation of law or upon delivery or transfer in the following instances:

1. From a decedent to his executor or administration;
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, 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 transfer 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 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 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),
8. From trustees to surviving, substitute, succeeding or additional trustees of the same trust;
9. Upon the death of a joint tenant or tenant by the entirety, to the survivor or survivors.

You may be required to provide certain evidence setting forth facts to substantiate the exemption from tax.

WATER SERVICE SET-UP

- Buyers are required to come to the Water Department no later than 10 days after closing or lease date to complete the Water/Sewer Application. Real estate closing documents or a lease contract, along with a photo I.D. must be presented with the application as proof of ownership.
- A \$100.00 non-refundable deposit is required for all buyers applying for water/sewer service. New service must be established in person by the property owner/buyer. Service will not be established over the phone or through the mail.