



**ELK GROVE VILLAGE**  
**REAL ESTATE TRANSFER TAX/EXEMPT STAMP INFORMATION**  
**901 WELLINGTON • ELK GROVE VILLAGE, IL • 60007-3499**

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**To Purchase Stamps:** Real Estate Transfer/Exempt Stamps may be purchased at the Finance Counter at the Municipal Building, 901 Wellington Ave, Elk Grove Village, **Monday through Friday 8:30am-4:30pm**. Please allow up to 30 minutes to process the documents, which includes a background check for outstanding financial obligations owed to the Village. All Village financial obligations must be paid prior to releasing the stamp. Documents can be faxed two days in advance to expedite the process and wait time, as long as the final water read appointment has been completed. Final water readings should be completed at least two days prior to closing. To schedule a final water reading, call utility billing at 847-357-4060.

Real Estate Transfer Tax/Exempt Stamps may also be purchased by mail; however, allow time for the U.S. Post Office delivery schedule. If submitting by mail, please include a self-addressed envelope for the return of your documents.

Please make sure you have the following documents:

- Real Estate Transfer/Exempt Declaration Form
- Copy of the new deed
- Copy of the PTAX 203 Form or MyDec (Easy Dec), if applicable
- Water/Sewer Billing Affidavit

**Pay for the Stamp:** The price of the stamp is \$3.00 per \$1,000 of the full actual consideration of the property, rounded to the nearest thousand. It is the seller's or grantor's responsibility to purchase the stamp. The stamp may be purchased with **cash, cashier's check, money order, attorney or title company check** payable to: Elk Grove Village. We **do not** accept credit cards, personal checks, or company checks. *The Village is not responsible for replacement of lost or stolen real estate stamps. Replacement stamps must be purchased at full price.*

**Reinvestment/Senior Refunds:** Residents who sell their principle residence and reinvest within the Village can apply for a refund of \$2 of every \$3 per thousand in Real Estate Transfer Taxes paid. Senior residents (65 years or older) may request a one-time refund of \$2 of every \$3 per thousand in Real Estate Transfer Taxes paid. A copy of the resident's driver's license must be included with the request for refund. The property sold or transferred must have been owned by the senior and have been their principal residence for more than one year. A copy of the trust, including the senior's name, must also be included. Applications for reinvestment or senior refunds must be received within one year from the payment of the tax.

## **Required Documents:**

1. **Real Estate Transfer Tax/Exempt Stamp Declaration Form**: This form must be completed in entirety with two signatures. Acceptable signatures are: seller (grantor), seller's agent, buyer (grantee), and buyer's agent. An attorney may sign for both parties. If completing the form online, three (3) printed and signed copies of the form must be provided. **All forms must read the same as the document being recorded (i.e., husband and wife's name, middle initial, and trust number).**
2. **Copy of the New Deed**: An unexecuted copy of the deed and tax form will be accepted to purchase the stamp; however, a signed copy of the documents must be forwarded to the Finance Department within 10 days after closing. Additionally, the deed should include a legal description and/or include the property's legal description as a separate attachment.
3. **Copy of the PTAX 203 Form or MyDec (Easy Dec), if applicable.**
4. **Water/Sewer Billing Affidavit**: **Final water readings should be completed at least two days prior to closing. Call Utility Billing at (847) 357-4060 to schedule a reading. The final water bill must be paid at the time of the stamp purchase.** Fill out the top three lines as well as the forwarding address of the seller(s) and the name of the buyer(s).
5. **Underground Fuel Heating Storage Tanks Disclosure Form**: Only required for properties located North of Elk Grove Boulevard. Sellers must provide the legal disclosure form to the buyer(s) regarding the potential presence of underground fuel heating storage tanks. Please contact the **Elk Grove Village Fire Department at (847) 734-8020** for more information.

**Exempt Stamps:** Items 1, 2, and 4 as stated in the "Required Documents" must be completed. There is a \$10 fee per exempt stamp. Please note, a final water read may be required for certain exempt stamps. Please contact the Finance Department for additional information.

**Other Requirements:** All outstanding financial obligations owed to the Village must be paid in full before a transfer/exempt stamp will be issued.