

## GLENDALE HEIGHTS REAL ESTATE TRANSFER STAMP FORM INSTRUCTIONS

As of November 1, 2003, all properties sold in the Village of Glendale Heights, MUST be inspected for compliance with the Adopted Building Codes. Please contact the Community Development Department for further information at 630.260.6030.

As of February 19, 2004, personal checks will NO longer be accepted for the final payment of the water bill or Transfer Stamp. Cash, Cashier's Check, Money Order, Certified Check, Attorney, Title Company Checks, or Credit Card (Visa, Master Card, and Discover) will be the only forms of payment accepted by the Village of Glendale Heights.

1. The Glendale Heights Village Declaration form must be filled out completely, signed by at least one of the sellers or grantors, purchasers, or grantees or by their attorneys or agents representing them. This form must be presented at the time of purchase of the Real Estate Transfer Stamp, as required by the Glendale Heights Real Estate Transfer Tax Ordinance. The DuPage County Clerk's Office is particular about where the stamp is placed on the deed. We advise clients not to affix stamp until recording at the DuPage County Clerk's Office.
2. The full actual amount of consideration of the transaction is the amount upon which the tax is to be computed. This amount should be stated on the form.
3. The amount of stamp is based upon the actual selling price of the property. The cost of Transfer Stamp is \$3.00 per \$1,000.00 of selling price. Any odd selling price should be rounded up to next \$1,000.00.

### **OTHER REQUIREMENTS:**

1. A COPY of the deed which will be signed at the closing. It should reflect the date of transaction, the names of grantor and grantee, a legal description of the property and the PIN: Property Parcel ID Number.
2. A COPY of the State of Illinois Real Estate Transfer Declaration (P-Tax 203) form. These papers can be faxed to the Administrative Services Department at 630-260-9548.
3. A final water reading must be done before stamp can be issued. Please read the inside Water Meter no sooner than two days before closing. Call reading into the Water Billing Division, at 630.260.6010, give forwarding address of seller and name of new buyer. (Water Billing will call you back to give you the final amount due.) All water and sewer bills or any other debts due and owing the Village must be paid before stamp can be issued.
4. An inspection from the Village of Glendale Heights must be completed before stamp can be sold. Please contact the Community Development Department to schedule the inspection at 630.260.6030. Community Development requires a recent (less than 1 year old ) Plat of survey.

**NOTE:** If seller of property purchases another property within the limits of the Village of Glendale Heights, they have 1 year to apply for a refund of the Transfer Tax Paid. A copy of the new deed, old deed, receipt of stamp purchased and proof of residence showing you are living in the new property. Seniors age 62+ have exempt status with proper proof of age. Exemption Stamps have a \$25.00 processing fee.



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October 2003

## **Re: Real Estate Transfer and Rental Property Inspection Programs**

This handout is intended to inform you that the corporate authorities of the Village of Glendale Heights have recently passed two (2) Ordinances to protect, preserve and promote public health, safety and welfare. These ordinances ensure that all properties exchanged for sale and all single family detached and duplex type properties that are rented to others be inspected for compliance with the adopted building codes.

### **Real Estate Transfer Program:**

**Ordinance # 2003-65** (copy available) provides for the inspection of all real estate transferred within the Village of Glendale Heights, effective 1 November 2003. Any Real Estate property listed after 1 November 2003 is subject to this Certificate of Compliance Inspection Program. At the time of listing, but not less than twenty-one (21) days prior to any proposed sale, an application for a Certificate of Compliance, together with a copy of a current (dated within one (1) year of the date of the application) Plat of Survey shall be submitted to the Community Development Department. The application is to be accompanied by the appropriate fee. Once the application and fee have been received, an inspection appointment will be scheduled.

Should the required inspection indicate the property is not in compliance with the appropriate code(s), repairs must be made prior to closing, or an agreement must be filed between the purchaser and the Village of Glendale Heights Community Development Department, acknowledging the defects, duly sworn before a Notary Public.

The Certificate of Compliance fee will cover the expense of the compliance inspection and one (1) re-inspection. All inspections beyond these will be subject to additional inspection fees of thirty dollars (\$30.00) per inspection/per inspector.