

**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 per \$1,000 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 reverse side 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: \_\_\_\_\_

Exempt transfer fee of \$25 (NOTE: Per Ordinance # 2001-52 ) \$ \_\_\_\_\_

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** (As indicated on the Transfer Document)

\_\_\_\_\_  
PRINTED Name Address

\_\_\_\_\_  
SIGNATURE (Buyer or Agent) Date Signed

**DATE CLOSING** \_\_\_\_\_ **Contact Person & Phone** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date Received \_\_\_\_\_ Date to Finance \_\_\_\_\_ Date Returned \_\_\_\_\_ Mail \_\_\_\_\_

Stamp # \_\_\_\_\_ Date Issued \_\_\_\_\_ Approved by \_\_\_\_\_