

REAL ESTATE TRANSFER DECLARATION FORM
INSTRUCTIONS FOR USE

1. **COVERAGE**: All transfers of real estate in the City of Park Ridge are subject to the provisions of the City of Park Ridge Real Estate Transfer Tax Ordinance. The Real Estate Transfer Declaration Form must be submitted to the City of Park Ridge for each transfer of real estate and a transfer stamp must be affixed to each transfer document to be recorded.
2. **INSPECTION**: Processing of a Park Ridge Real Estate Transfer Declaration involves an examination of City records and a physical inspection of the **exterior** of the property to determine whether violations of the zoning or subdivision regulations exist. **The examination may take as much as five (5) business days** under normal conditions. If the inspection reveals that a violation exists, the seller may be contacted to provide additional information, such as proof of the date of seller's acquisition of the property, or the specific date of construction of improvements to the property. Some types of violations, but not all, will prevent the issuance of a transfer stamp. Some transfers are exempt from the inspection. The Transfer Officer must review all transfer declarations to confirm that an exemption applies.
3. **TIME FOR FILING**: The Real Estate Transfer Declaration Form should be submitted to the City sufficiently in advance of the closing to allow for review and processing of the transfer (**AT LEAST FIVE (5) BUSINESS DAYS**). Submission of the Declaration Form after closing is not advisable since recording of the deed will be delayed until the City's tax stamp is issued and, if violations are discovered, the property transfer may be invalid.
4. **ATTACHMENTS**: The following documents must be submitted in order to acquire a transfer stamp:
 - ❖ The completed Transfer Declaration Form, signed by the seller (and buyer if an exemption is claimed).
 - ❖ The original deed, assignment of beneficial interest or other document used to transfer title to the property completed except for grantor's signatures and date.
 - ❖ A recent Plat of Survey, except for condominium property, of property to be transferred. If the survey is more than one (1) year old, it must be accompanied by seller's affidavit of present accuracy.
 - ❖ A copy of the buyer's commitment for title insurance, seller's title policy or owner's Torrens Certificate.
 - ❖ A **check** payable to the City of Park Ridge for the amount of the transfer tax.
 - ❖ A paid receipt for the final water bill.
5. **FILING BY MAIL**: The required documents and fees may be submitted by mail and, when approved, will be returned by mail, if requested. If the City is provided with a daytime telephone number, notice will be given when processing of the Transfer Declaration is completed. Prior to issuance of the transfer stamp and return of the deed, the transfer tax fee must be paid (unless an exemption applies) as well as any unpaid water bills or other fees owed to the City.
6. **FILING BY FAX**: The **completed** Park Ridge Transfer Declaration form and available survey may be faxed to begin the process (FAX 847/ 318-6411). The applicant is notified when all other documents are to be submitted for final review and stamp issuance. At that time, the transfer tax and final water bill will be due.
7. **EXEMPT TRANSFERS**: There is a **\$25 charge** for all exempt transfer stamps. The Transfer Officer must review all transfer declarations to confirm that an exemption applies. A completed, signed, Transfer Declaration Form and the original deed, assignment of beneficial interest or other document used to transfer title to the property completed, except for grantor's signatures and date, are required.

Property Transfer Officer: Thomas W. Hoff PHONE: (847) 318-5289 FAX: (847) 318-6411

NOTE: FINAL WATER READING MAY BE ARRANGED BY CALLING (847) 318-5223