

Real Estate Stamp Requirements

Before issuing a real estate transfer stamp we **MUST** have
COPIES OF THE FOLLOWING:

Signed sales contract (signed by both the seller and buyer)

Property Identification Number (PIN)

Deed (does NOT need to be signed)

State of Illinois P-TAX real estate declaration
(does not need to be signed)

All past due balances must be paid for:

Water bills

Parking tickets

Miscellaneous receivables

An approved sump pump inspection certificate .To make
Arrangements for the inspection, please call (630) 530-3020.

Arrangements must have been made for a FINAL meter reading
And provide water billing with the forwarding address where the
FINAL water bill is to be sent. Call (630)530-3110 Or 3111.

Payment for the real estate transfer tax- **\$1.50 per thousand of the
sales price**.(rounded up to the nearest thousand).

Effective December 1, 2004, the City of Elmhurst will not issue transfer
stamp for exempt transactions as defined by State of Illinois statues.

If you have any questions, please call (630) 530-3117 or 3118.