

**CITY OF COUNTRY CLUB HILLS**

**REAL ESTATE TRANSFER TAX**

**( ) DECLARATION ( ) EXEMPTION**

Instructions:

- 1) This form must be filled out completely, signed by at least one of the grantees (buyers), signed by at least one of the grantors (sellers), and presented to the City Clerk at the time of purchase of a real estate transfer stamp as required by the Country Club Hills Real Estate Transfer Tax Ordinance. The stamp must be affixed to the deed, and this form attached, when the title is recorded.
- 2) The full actual amount of consideration of the transaction is the amount upon which the tax is to be computed. Both the full actual consideration of the transaction and the amount of the transfer stamp required must be stated on the declaration. A copy of the sales contract must be issued along with the signed declaration.
- 3) A transfer stamp may not be issued unless all water and sewer charges have been paid, in full, any outstanding weed and/or debris liens or Housing Court Judgment Liens are paid, in full, and a Certificate of Occupancy will be issued for all residential housing property.
- 4) Cash, certified check, cashier's check, Visa, MasterCard, money order or attorney's check must make the transfer tax payment.
- 5) The administrative fee for processing exempt tax stamps shall be \$50.00.
- 6) For additional information, please call: City Hall, 708-798-2616, Monday-Friday, 8:00 a.m. to 5:00 p.m.

Address of Property \_\_\_\_\_

Property Index No. \_\_\_\_\_

Date of Deed \_\_\_\_\_ Type of Deed \_\_\_\_\_

Full Actual Consideration (include amount of mortgage and value of liabilities) \$ \_\_\_\_\_

Amount of Tax (\$5.00 per \$1,000) \$ \_\_\_\_\_

NOTE: The City of Country Club Hills Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are printed on the reverse side of this form. To claim one of these exemptions, complete the appropriate blanks below.

I hereby declare that this transaction is exempt from taxation under the City of Country Club Hills Real Estate Transfer Tax Ordinance by paragraph (s) \_\_\_\_\_

Explanation of exemption claimed: \_\_\_\_\_

We hereby declare the full actual consideration and above facts contained in this declaration to be true and correct.  
**GRANTOR** (seller)

\_\_\_\_\_  
Name and address (please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**GRANTEE** (buyer)

\_\_\_\_\_  
Name and address (please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **CITY OF COUNTRY CLUB HILLS**

### **REAL ESTATE TRANSFER TAX**

#### **EXEMPTIONS**

The tax shall not apply to the following conveyances, provided said conveyance in each case is accompanied by a certificate setting forth the facts or such other information as Building Department may require:

- A. transactions involving property acquired by or from any governmental body or educational institution;
- B. transactions in which the deeds or assignments or beneficial interest secure debt or other obligations;
- C. transactions in which the deeds or assignments of beneficial interest, without additional consideration, confirm, correct, modify, or supplement deeds or assignments of beneficial interest previously recorded or delivered;
- D. transactions in which the deed or assignments of beneficial interest are releases of property which is security for a debt or other obligation;
- E. transactions in which the deeds are made pursuant to court decree;
- F. transactions made pursuant to mergers, consolidations or transfers or sales of substantially all of the assets of a corporation pursuant to plans of reorganization;
- G. transactions between subsidiary corporations and their parents for no consideration other than the cancellation or surrender of the subsidiary corporation's stock;
- H. a transfer by lease;
- I. transactions made between an executor or administrator and the heirs of an estate;
- J. transactions made between any person acting in a fiduciary capacity to a successor fiduciary;
- K. transaction made without consideration;
- L. transactions made upon the death of a joint tenant or tenant by the entirety to the survivor;
- M. transactions which the City Attorney determines may not lawfully be taxed;