

CITY OF COUNTRY CLUB HILLS

TRANSFER STAMP PROCEDURE

1. Check with the Building/Code Enforcement Department for inspection and/or any monies due
2. Check with the Water Department for final water readings and/or any monies due
3. Bring in a copy of Real Estate Sales Contract along with the City of Country Club Hills Real Estate Declaration Form
4. Final water bill and transfer stamps must be paid with cash, money order or cashier's check, or debit/credit card

**Please be advised the standard processing time for a
Transfer Stamp is 1 hour**

MONDAY – FRIDAY 8:00AM – 4:00PM



CITY OF COUNTRY CLUB HILLS
PROCEDURE FOR THE TRANSFER STAMP PROGRAM
PLEASE READ FULL PROCEDURE

Every home, condominium, and townhouse located within the City of Country Club Hills is required to have an inspection to its sale/rental and transfer of title.

A Transfer Tax is imposed on the privilege of transferring title to real estate located within the City of Country Club Hills at the rate of five dollars (\$5.00) per \$1,000.00 of value or fraction thereof. The tax paid shall be rounded up or down to the nearest \$5.00, but in no event shall the tax be less than fifty dollars (\$50.00). The administrative fee for processing exempt tax stamps shall be fifty dollars (\$50.00).

Before any steps are taken to begin the process of obtaining a transfer stamp, the following procedures must be followed:

1. The seller must contact the City Clerk's Office, the Water Department, and the Building Department to determine if there are any outstanding liens on the property. All liens, fines and tickets must be paid, in full, before the process can continue.
2. A final water read must be scheduled at least 4 days in advance and all outstanding water bills must be paid in secured funds.
3. The seller or agent must apply for the required inspection. A one hundred-fifty (\$150.00) dollar fee will be charged for the initial inspection and will include one (1) re-inspection. If any additional inspections are needed a fee of \$150.00 will be assessed. If the Ninety (90) days expires, the entire process must begin again. These fees are not refundable.

A Certificate of Occupancy will be issued after the transfer stamp is purchased. ATTACHMENT "A" can be used as a guideline to assist the seller to prepare for an inspection. The Certificate will be valid for a period of three (3) months.

4. The seller must notify the Water Department at least five (5) business days in advance of purchasing the transfer stamp. This notification will enable the Water Department personnel to obtain a meter reading. At the time of the transfer stamp purchase, the seller must pay for all water/sewer consumption to date. Cash, certified check, cashier's check, money order, Visa or MasterCard, make payable to City Collector. The water payment is a separate amount from that of the building inspection fee and the Transfer Stamp fee. The fee must be paid separately from that of any other payments made. ATTACHMENT "B" can be used as a guideline to assist the seller to prepare for transfer stamps.

5. When the seller applies for a transfer stamp, the City Clerk or designated assignee will check with the Community Development Department to verify that an inspection has passed. The Clerk or designated assignee will also check with the Water Department to verify the water/sewer consumption to date has been paid.

If the home is in compliance, the Clerk or designated assignee will review the application to assure correctness. A fully executed and completed copy of a declaration must be signed by at least one of the sellers and one of the purchasers (or their agents). The declaration provides information regarding the full consideration value of the property being transferred, the permanent index number, common address, grantor, grantee and all other necessary information.

The amount of the transfer stamp is five (5) dollars per one thousand (1,000) dollars of value, or a fraction thereof. Forms of payment are cash, credit/debit card, certified check, cashier's check, money order, make payable to City Collector.

Certain real estate transactions are exempt. Such exemptions are listed on the reverse side of the declaration/exemption form.

If everything is in compliance, the stamp will be issued. After issuance, information denoting the number of the stamp, name, and address to whom it was issued and the date is noted on the log sheet in the City Clerk's office.

A copy of the completed application will be issued to each grantor and grantee. The Clerk will hold the original application. The number written on the upper right hand corner of the application is the reference number. The reference number must be used if an exemption or refund is necessary. In all cases, the same number will appear on every copy of the completed application issued, the transfer stamp itself and on the Clerk's recording sheet.

6. It is the seller's responsibility to notify the buyer to sign a water/sewer agreement with the Water Department. **WATER SERVICE WILL REMAIN IN THE PREVIOUS OWNER AND ALL CHARGES FOR WATER SERVICES WILL BE BILLED TO THE PREVIOUS OWNER UNTIL A WATER/SEWER AGREEMENT FROM THE NEW OWNER IS ON FILE WITH THE WATER DEPARTMENT.** This agreement must contain accurate information as to the closing, moving, and possession dates so that the Water Department has a clear record of responsibility for water/sewer services.
7. It is the seller's responsibility to furnish forwarding address so that a final bill for water consumption from the date of the transfer stamp purchase to the closing/moving date can be issued if necessary.
8. The ultimate incidence of, and liability for, payment of the transfer stamp shall be borne by the seller involved in any such transaction. Only the City Clerk or designated assignee may issue and record transfer stamps.

9. The transfer stamp may be issued on Monday through Friday from 8:00 am to 4:00 pm, during regular business hours.
10. Copies of the Ordinance and this list of procedures are available at City Hall during regular business hours.

Inspections, performed by the City, benefit the health and welfare of the public at large. They are not for the benefit of a property owner or purchase of property, nor does it guarantee that such property is in compliance with City Ordinances. The City is not liable for any injury caused by its failure to make inspection, or by any reason of making an inadequate or negligent inspection. Homeowners are advised to obtain inspections of their property in order to determine the condition thereof and compliance with City Ordinances.

Phone numbers:	City Clerk	708-798-2616
	Water Department	708-799-1390
	Community Development	708-798-2616

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;

15.11.11 REAL ESTATE SIGNS

Signs that have their purpose or intent the selling or renting of real estate located in any zoning district, such as, but not limited to signs that contain the words "for sale", for rent", or any similar language shall conform with the following provisions:

- A. No more than one real restate sign shall be erected on any premises.
- B. In areas zoned Residential no real estate sign shall exceed four (4) square feet in area. The top surface of the real estate sign shall not exceed four (4) feet existing grade at the point of erection.
- C. In area zoned Commercial and Manufacturing no real estate sign shall exceed thirty-two (32) square feet in area. The top surface of the real estate sign shall not exceed six (6) feet existing grade at the point of erection.
- D. Real estate signs, located on developed property in a residential zone, shall be erected outside the structure and parallel to the front side of the structure and shall be placed no more than three (3) feet from foundation wall.
- E. Real estate signs, on vacant property in areas zoned Residential, Commercial and Manufacturing, and in developed areas zoned Commercial and Manufacturing, shall conform, in size, to appropriate zoning district in which they are located, and shall be erected parallel to the public right of way and shall be placed no less than five (5) feet from the property line.
- F. Prior to erection of any real estate sign, the owner of any property within the City or his agent shall file an application in accordance with the provisions of Chapter 14 of this Code.
- G. No real estate sign shall contain the words "sold", "leased", or any similar language.
- H. No real estate sign shall be an illuminated sign. No fee for residential real estate sign permits. Permits are valid for 180 days (6 months).

CHECKLIST FOR INSPECTIONS OF EXISTING BUILDING (HANDOUT FOR APPLICATIONS)

EXTERIOR

- ___ Are sidewalks, driveway, and fences in good repair?
- ___ Are the walls, doors and windows in good condition and painted?
- ___ Are the chimney roof shingles, gutters and downspouts in good conditions?
- ___ Are the windows and doors equipped with screens?
- ___ Are there storm windows or thermopanes?
- ___ Is the garage and out building in good condition and painted?
- ___ Is the electrical system operational and built and to code?
- ___ Hose bib vacuum breakers must be installed on all outside water spigots if a backflow device is not installed on the house side of the water meter.

INTERIOR

- ___ Are doors with locks in place and operational? Only single cylinder deadbolts are allowed on exterior doors.
- ___ Are all the walls, floors and ceilings in good condition and free of holes and defects?
- ___ Are all the light fixtures in place? Does every switch and wall receptacles have cover plates and are they operational? No open wiring, romex or DX will be allowed. GFI receptacles are required at the outlets, closest to the kitchen and bathroom sinks.
- ___ Are smoke detectors installed in each bedroom and each full level thereafter?
- ___ Is a Carbon Monoxide Detector installed in the immediate vicinity of all rooms used for sleeping purposes?
- ___ Are all faucets and drains free of leaks? Drains and traps must be free of obstructions and flowing clearly. Ejector and sump pumps must be operational and connected as per code. Access to these areas must be operational and connected per code. Access to these areas must be free of obstructions in order to inspect.
- ___ A water meter must be signed for and installed.
- ___ Guardrails and handrails must be installed as per code.
- ___ Appliances such as the furnace, hot water heater and stove must be operational, installed as per code, and have proper shutoffs. Sheet metal screws are required in each joint of all flue pipes.
- ___ Bathrooms without windows must have an exhaust fan.
- ___ Is everything clean (floors, carpet, walls, etc.), sanitary, and fit for human habitation?
- ___ All utilities-gas electric, and water must be on in order to do an inspection.
- ___ Unpaved driveway must be paved.
- ___ Roof Certification required by **license roofer**.
- ___ HVAC (furnace & hot water heater) certified by license HVAC company
- ___ Fireplace certified by chimney company.
- ___ License Electrician (if required)

THIS LIST DOES NOT COVER EVERY VIOLATION BUT THESE ARE THE MOST COMMON PROBLEMS WE ENCOUNTER. THIS CHECKLIST IS DESIGNED TO ASSIST YOU IN GETTING YOUR HOME READY FOR INSPECTION. A FIELD CORRECTION REPORT CAN BE WRITTEN AT ANY TIME DURING THE INSPECTION PROCESS IF NECESSARY.

NOTE: NO PROPERTY IN THE CITY OF COUNTRY CLUB HILLS SHALL BE SOLD "AS IS" UNLESS BANK/MORTGAGE OWNED. ALL REPAIRS MUST BE COMPLETED BEFORE STAMPS CAN BE PURCHASE FOR CLOSING.

SIGNATURE: _____

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 _____

TRANSFER STAMP BY DEPARTMENT

City Hall Office Hours: Monday-Friday 8am-5pm

BUILDING – buildingdept@countryclubhills.org

- Pay for City Inspection
- Pass Property Inspection-or-Cash Bond required
- Complete Cash Bond Agreement (if inspection failed)
- Copy of Fully Executed Sales Contract (if Cash Bond required)
- Copy of LLC Documents (if Cash Bond is required and if applicable)
- Copy of Power of Attorney (if Cash Bond is required and if applicable)
- Copy of Current ID (person who is posting the bond)
- Cash Bond Payment (cash or certified funds)
- Pay any Tickets and/or Liens

**AFTER PASSING INSPECTION OR POSTING CASH BOND, ALLOW UP
TO 3 BUSINESS DAYS BEFORE CONTINUING WITH TRANSFER
STAMPS.**

WATER- waterdept@countryclubhills.org

- Schedule Final Water Reading (at least 5 days before closing)
- Pay final Water Bill and/or Water Liens (cash, credit/debit cards with supporting ID, certified funds)

TRANSFER STAMPS-Monday-Friday 8am-4pm

- Completed Real Estate Tax/Declaration form
- Copy of Fully Executed Contract
- Pay for Transfer Stamp (cash, debit card with supporting ID, certified funds)