



Village of Oak Lawn

9446 S Raymond Avenue, Oak Lawn, IL 60453

Real Estate Transfer Tax Stamp Process and Requirements

https://oaklawn-il.gov/departments/finance_and_administration/transfer-stamps.php

Step 1. Schedule a Sewer Inspection.

Requires a Sewer Inspection: Single Family Homes & Qualifying Townhomes.

Does Not Require a Sewer Inspection: Exempt Transfers, Condominiums, Commercial Property, & Multi-Unit Property.

- A. At least 30 days prior to obtaining stamps, contact the Village Transfer Stamp Department at 708-499-7775 or transferstamps@oaklawn-il.gov to schedule your sewer inspection.
- B. Once the inspection is completed, pay your \$100 invoice and receive your results (Can be done when purchasing the stamps). Passing inspections will receive a Certificate of Compliance.
- C. If your sewer inspection fails, ask us about the 50/50 Sewer Program to bring your sewer to code.

Step 2. Complete Your Required Forms. Email them or drop them off at Village Hall. We require 5 business days to complete your request. If you need your request completed sooner than 5 days, you may be charged an expedited fee.

Required For Exemptions:

- A. MyDec Forms
- B. Oak Lawn Transfer Stamp Form
- C. Signed and Notarized Executed Deed
- D. Signed and Notarized Statement by the Grantor & Grantee
- E. Trust Agreement (if applicable)

Required for Declarations:

- A. MyDec Forms
- B. Oak Lawn Transfer Stamp Form

Step 3. Village Review for Outstanding Amounts. Any outstanding amount will need to be settled before stamps are issued.

- A. This review will not include the Utilities bill. The Village will run a complete review to see if there are outstanding liens, fines, maintenance invoices, etc., against your property. We will notify you if there are outstanding amounts.
- B. Contact our Property Maintenance Department at 708-499-7821 to resolve any outstanding amounts.

Step 4. Schedule Final Water Reading. It is the seller's obligation to schedule the reading.

Does Not Require a Final Water Reading: Most Exempt Transfers & Individual Condo Units

- A. 5 business days before purchasing stamps, contact the Water Billing Division at 708-499-7762 to schedule your final water reading.
- B. If you paid the final water bill online, please bring a copy of the receipt at the time of purchasing stamps.

Step 5.a Purchase Transfer Stamps.

- A. Purchase your Transfer Stamps at the First Floor Finance Counter at Village Hall.

Not Accepted Forms of Payment:

Personal Check

Accepted Forms of Payment:

Cash, Cashier's Check, Money Order, Attorney/Title Company Check, American Express, VISA, MasterCard, or Discover.

Step 5.b Receive Exemption Letter. Choose an Option.

- A. Pick up your Exemption letter at the First Floor Finance Counter at Village Hall.
- B. Have the Exemption Letter mailed to you by providing a self-addressed envelope.
- C. If filing electronically, we can email the Exemption Letter to you.

Step 6. Eligible Refunds. Visit our website at the link below to view the packet on your refund.

Eligible for Refund:

Seniors (65+ at time of sale), Reinvestments in Oak Lawn (within 1 year), Sales to Immediate Family.

https://oaklawn-il.gov/departments/finance_and_administration/transfer_stamp_refunds.php



RECORDER OR REGISTRAR'S
DEED NO _____
DATE RECORDED _____

Community Development (Village use only)
Sign Off _____
Date _____

Check All Appropriate Boxes

Declaration Exemption Parking Space or Garage

Commercial Multi-Unit # of Units Single Family Home Condo Townhome Religious

Address of Property _____ Street _____ Zip Code _____ Unit Number _____

Property Index Number (PIN) List all associated PINs. _____

Type of Sale: Direct Short Foreclosure Date of Closing _____ Type of Deed _____

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

Amount of Tax (\$5.00 per \$1,000 or fraction of a thousand round to the next highest thousand) \$ _____

I hereby declare that this transaction is exempt from taxation under the Oak Lawn Real Estate Transfer Tax Ordinance by subsection _____ of Section 3-2-7F. (Choose from Page 3).

Explain exemption claimed: _____

We hereby declare the full actual consideration and facts contained in this declaration to be true and correct.

Grantor: (Please Print)
(Seller)

Name / Business Name if applicable Current Address City, State, Zip Code

Seller's Forwarding Address

Signature _____ Date Signed _____
Seller or Agent or Attorney

Grantee: (Please Print)
(Buyer)

Name / Business Name if applicable Current Address (After Sale) City, State, Zip Code

Email Address Primary Phone Number Secondary Phone Number

Signature _____ Date Signed _____
Buyer or Agent or Attorney



3-2-7F EXEMPTIONS

The Village of Oak Lawn, Oak Lawn Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. To claim an exemption, add the letter and explanation to Page 2.

- 1) The tax imposed by this Section shall not apply to the following transactions, provided said transaction in each case is accompanied by a certificate setting forth the facts or such other certificate or record as the Director of Administrative Services may require:
 - (a) transactions involving property acquired by or from any governmental body or by any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious or educational purposes;
 - (b) transactions in which the deeds secure debt or other obligations;
 - (c) transactions in which the deeds, without additional consideration, confirm, correct, modify or supplement deeds previously recorded;
 - (d) transactions in which the actual consideration is less than \$500;
 - (e) transactions in which the deeds are tax deeds;
 - (f) transactions in which the deeds are releases of property which is security for a debt or other obligation;
 - (g) transactions in which the deeds are partition deeds;
 - (h) transactions made pursuant to mergers, consolidations or transfers of sales of substantially all of the assets of a corporation pursuant to plans of reorganization;
 - (i) transactions between subsidiary corporations and their parents for no consideration other than the cancellation or surrender of the subsidiary corporation's stock;
 - (j) transactions wherein there is an actual exchange of real property except that the money difference of money's worth paid from one or the other shall not be exempt from the tax;
 - (k) transactions representing transfers subject to the imposition of a documentary stamp tax imposed by the government of the United States;
 - (l) a transfer by lease;
 - (m) transactions in which the deeds are issued to a holder of a mortgage, as defined by Illinois Revised Statutes, chapter 110, paragraph 15-103, pursuant to a mortgage foreclosure proceeding or pursuant to a transfer in lieu of foreclosure.

- 2) The taxes by this Section shall not be imposed on or transferred by an Executor or Administrator to a legatee, heir or distributee where the transfer is being made pursuant to will or by Intestacy. The tax provided by this Section shall further be exempt where the transaction is affected by operation of law or upon delivery or transfer in the following instances:
 - (a) from a decedent to his executor or administrator;
 - (b) from a minor to his guardian or from a guardian to his ward upon attaining majority;
 - (c) from an incompetent to his conservator, or similar legal representative, or from a conservator or similar legal representative to a former incompetent upon removal of disability;
 - (d) from a bank, trust company, financial institution, insurance company, or other similar entity, or nominee, custodian, or trustee therefor; to a public officer or commission, or person designated by such officer or commission by a court, in the taking over of its assets, in whole or in part, under state or federal law regulating or supervising such institutions, nor upon redelivery or retransfer by any such transferee or successor thereto;
 - (e) from a bankrupt or person in receivership due to insolvency to the trustee in bankruptcy or receiver, from such receiver to such trustee or from such trustee to such receiver, nor upon redelivery or retransfer by any such transferee or successor thereto;
 - (f) from a transferee under paragraphs (a) to (e) inclusive, to his successor acting in the same capacity, or from one such successor to another;
 - (g) from a foreign country or nation thereof to the United States or any agency thereof, or to the government of any foreign country directed pursuant to the authority vested in the President of the United States by Section 5 (b) of the Trading with the Enemy Act (40 Stat. 415) as amended by the First War Powers Act (55 Stat. 839);
 - (h) from trustees to surviving, substitute, succeeding or additional trustees of the same trust;
 - (i) upon the death of a joint tenant or tenant by the entirety, to the survivor or survivors.