

# CITY OF HARVEY



## TRANSFER STAMP REQUIREMENTS

(Revised September 2024)

**TRANSFER STAMP REQUIREMENTS CHECKLIST**

**STEP 1:** Owner of property to Pay for and Schedule **POINT-OF-SALE INSPECTION REPORT. ID IS REQUIRED.** (Issued by Planning Dept) **Note:** Inspections identifying code violations will not be approved. If not a AS IS sale and permit not required, a reinspection fee will apply and must be paid prior to scheduling a reinspection date.

**STEP 2:** Apply for a **BUILDING PERMIT** based on violations listed in Inspection Report (Issued by Planning Dept.)—**Note:** Applications must be submitted 72 hours before closing, and paid in full when Transfer Stamp is purchased. (See attached instructions.) If initial permit inspections fail, a reinspection fee will apply and must be paid prior to scheduling a reinspection date.

**STEP 4:** Request a **WATER VERIFICATION FORM** (Issued by Water Dept) – **Note:** Seller must obtain a Water Verification Form prior to transfer of property, which will only be issued after a final water bill reading has been completed **and** all outstanding balances have been paid. **Request document at least 72 hours prior to closing as there may be a 48-hour waiting period on final readings.**

**STEP 5:** Bring the following documents to the Planning Department, fully completed and notarized, if applicable. **ALL SIGNATURES ON FORMS MUST BE ORIGINAL!**

- REAL ESTATE TRANSFER DECLARATION FORM** (attached)
- DEED**  
Copy of the deed to be executed at closing with the Buyer's name listed
- REAL ESTATE CONTRACT**  
Copy of contract showing Buyer's name and signature/initials and final sales price.
- AS-IS AFFIDAVIT**(attached)  
This document must be signed by the buyer and notarized.
- BUYER'S VERIFICATION FORM.** (attached)  
This document must be signed by the buyer and notarized.  
Bottom portion of this form is completed by Planning Dept. and lists outstanding housing fines that must be paid prior to issuance of Transfer Stamp.
- MYDEC FORM** – This form can be obtained from the Cook County Recorders Office at 118 N Clark Street, Rm 120, Chicago, IL 60602. Hours: 9am- 5pm. (312) 603-5050. Handwritten documents will not be accepted.  
[MyDec - Online Real Property Transfer Tax Declarations \(illinois.gov\)](http://www.myldec.com)

**COST OF TRANSFER STAMP**

A Transfer Stamp costs **\$5.00 per \$1,000.00** of the taxable consideration. This cost is split between the Buyer (\$2.50 per \$1,000.00) and Seller (\$2.50 per \$1,000.00). The Buyer is also responsible for paying a **\$60.00 administrative fee**. The Transfer Stamp can also be purchased in full (\$5.00 per \$1,000.00) by the Buyer or Seller.

*Note: The party that comes in to purchase the Transfer Stamp must have all of the required documentation listed above **and** must pay for the total cost of the Transfer Stamp **plus** any permit fee and reinspection fees. **This is a one time transaction.** One party cannot come in and pay one half of the Transfer Stamp fees and the other party pays the balance at a later date. **All fees must be paid at the same time...no exceptions!***

**PAYMENT OPTIONS**

Cash, money order, cashier's check, and credit cards as are accepted forms of payment.

**INSPECTION AND BUILDING PERMIT INFORMATION AND INSTRUCTIONS**

- A. Prior to purchasing Transfer Stamps, the Seller **must** order a Point of Sale Inspection. A completed Point of Sale Inspection application **cannot be mailed or faxed – it must be filled out in person**. Point of Sale Inspection fees are as follows:

- \$ 150.00 for one to two units
- \$ 25.00 for each additional unit
- \$300.00 for all commercial property
- \$25.00 for each additional unit on a commercial property
- Reinspection fees will apply for all reinspection's

*Note: A Point-of-Sale Inspection report may take up to **five (5) business days** from the date of inspection to be completed. Once a Point-of-Sale Inspection is completed, the Seller must make sure the Buyer receives a copy of the inspection report.*

- B. The Buyer **must** submit a notarized As-Is Affidavit and a notarized Buyer's Verification (both attached) to certify Buyer's information and knowledge of violations and intent to make repairs.
- C. The Buyer must apply and pay for a Building Permit. The permit scope and cost must be determined based on violations listed in the Point of Sale Inspection Report. An estimate from a building supply store or a licensed contractor will be useful in estimating cost.
- o The Buyer should apply for a Building Permit at least **10 days prior to closing**. Building Permits will be issued within 5 days of receipt of application– no same day permits will be issued. Estimates of work and material costs **must** be attached to permit applications. Dumpsters are

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15320 BROADWAY AVENUE  
HARVEY, IL 60426

required for most all repairs and a dumpster receipt or a copy of a dump truck vehicle registration **must** with permit applications.

- For work **\$1,000.00 or more**, the Permit will cost **3% of the total cost of work to be completed** plus a **\$300.00 deposit**, wherein \$250.00 can be refunded upon completion of all work, Building Inspector certification, and request has been submitted.
- For work **\$1,000.00 or less**, the Permit cost is **\$125.00**, which includes a **\$50.00 permit cost** and a **\$75.00 deposit**. The deposit is refunded upon completion of all work and Building Inspector certification.
- After all violations are corrected, the Buyer should bring the **original** permit card to the Department of Planning and Development and request a Clean-Up Deposit refund, **which is typically mailed within 4 weeks.**



**TRANSFER STAMP**

**CITY OF HARVEY**  
15320 BROADWAY AVENUE  
HARVEY, IL 60426

Stamp No.	_____
Date Issued	_____
Water Balance	_____
Staff Initials	_____

**REAL ESTATE TRANSFER DECLARATION**

The cost of the transfer stamp is as follows:

- **Buyer's Expense** - **\$2.50 per \$1,000.00 or part thereof plus \$60.00** \$ \_\_\_\_\_  
**administrative processing fee**
- **Seller's expense** - **\$2.50 per \$1,000.00 or part thereof** \$ \_\_\_\_\_

*Note:* Transfer stamps should be picked up 48 hours in advance. Violations on the property may stop the sale of the transfer stamp.

**Address of Property** \_\_\_\_\_  
Harvey, IL 60426 (Thornton Township) (If property is vacant, please attach legal description)

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

Full Purchase Price	\$ _____
Less Amount of Personal Property Included in Purchase	\$ _____
Net Taxable Amount	\$ _____
Amount of Stamps ( <small>\$5.00 per \$1,000 or part thereof of taxable amount</small> )	\$ _____
<b>Example:</b> Purchase Price is \$10,000.00 – Personal Property \$5,000.00 = Taxable amount \$5,000.00 Amount of Stamps is \$25.00 ( $\$5,000.00/5 = 5*\$5.00 = \$25.00$ )	

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

**Grantor/Seller or Agent:** *(Please Print Clearly)*

Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Grantee/Buyer or Agent:** *(Please Print Clearly)*

Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**AFFIDAVIT**

I/We hereby certify that \_\_\_\_\_ is/are purchaser(s) of property located at \_\_\_\_\_, Harvey, IL, and that I/We are aware of all violations that have been cited by the City of Harvey against said property as a result of a Point of Sale Inspection made on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, which violations are hereby incorporated by reference.

**PLEASE CHECK ONE BOX BELOW:**

**I hereby accept full responsibility for correcting said violations** within a period not to exceed 180 days of my obtaining an interest in said property. I further certify that I have the power and authority to bind any and all other persons or parties who obtain an interest in said property as a result of title, which is subject of this transaction.

**I accept no responsibility for correcting said violations on the property.** I hold the seller fully responsible for correcting all violations and will not finalize the process to transfer property until said violations are corrected by seller or no violations were/are found. (NOTE: TRANSFER STAMPS WILL NOT BE ISSUED FOR THE SALE OF PROPERTY UNTIL VIOLATIONS ARE CORRECTED BY SELLER. SOME EXCEPTIONS MAY APPLY.)

\_\_\_\_\_  
Signature of Buyer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Buyer

\_\_\_\_\_  
Date

Subscribed to and sworn before me a NOTARY PUBLIC this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**BUYER'S VERIFICATION and INFORMATION FORM**

**SELLER(S) NAME:** \_\_\_\_\_

**SELLER(S) ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**BUYER(S) NAME:** \_\_\_\_\_

**BUYER(S) ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **WK:** \_\_\_\_\_

<p><b>PROPERTY ADDRESS:</b></p> <p>_____</p> <p>HARVEY, IL 60426</p>
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**WILL PROPERTY BE OWNER OCCUPIED?**  YES  NO

**TYPE OF PROPERTY:**  SINGLE-FAMILY  RENTAL \_\_\_\_\_ (#of units)  
 COMMERCIAL/INDUSTRIAL (circle type)

I hereby certify that the above statements are true and correct.

**BUYER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CO-BUYER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Subscribed to and sworn before me a NOTARY PUBLIC this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**CODE VIOLATION CLEARANCE FORM**

DATE: \_\_\_\_\_

SELLER(S) NAME: \_\_\_\_\_

BUYER(S) NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

P.I.N. #: \_\_\_\_\_

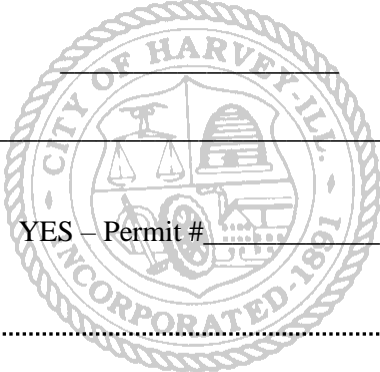
For office use only

TYPE OF INSPECTION:       POINT-OF-SALE       RENTAL

DATE OF INSPECTION: \_\_\_\_\_ COST \$ \_\_\_\_\_

INSPECTOR'S NAME: \_\_\_\_\_

PROPERTY SOLD AS-IS:     YES – Permit # \_\_\_\_\_       NO



HOUSING FINES/LIENS ON PROPERTY:      YES / NO    *(please circle)*

Ticket No./Lien No.	Ticket/Lien Date	Amount

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Staff Initials: \_\_\_\_\_