



# CITY OF HARVEY ILLINOIS

Mayor Christopher J. Clark

Stamp # and Date

## CITY OF HARVEY REAL ESTATE TRANSFER DECLARATION & APPLICATION

**APPLYING FOR:** **Full Consideration Transfer Stamp** (property transfer via real estate sales contract or deed with monetary exchange over \$1000.00)  
Tax amount: \$5.00 per \$1000.00 of the full consideration amount as indicated on the PTAX203 form or sales contract.

**Exempt Transfer Stamp** (property transfers via Judicial deeds with \$0.00 to \$1000.00 monetary exchange)  
Tax amount: N/A

### INSTRUCTIONS:

- This form must be completed (typed), signed by grantor (seller) and grantee (buyer), and submitted with required documents listed below along with a \$60 processing fee to City Hall, 15320 Broadway Ave., Harvey IL, 60426 or you may visit [www.cityofharveyil.gov](http://www.cityofharveyil.gov) to pay processing fee on-line and email packet to [transferstamp@cityofharveyil.gov](mailto:transferstamp@cityofharveyil.gov). Submission should be at least five (5) business day prior to the scheduled closing date. **NOTE:** Seller & Buyer names indicated throughout all supporting documents must be consistent with the Seller & Buyer names declared below on this application. If someone signs on behalf of the seller/buyer, a Power of Attorney (POA) signed by the principal, witnessed and notarized is required along with their valid photo ID.
  - A completed IL PTAX-203 (MYDEC) form or copy of a fully executed real estate sales contract. **Required for Full Consideration Transfer Stamp**
  - A copy of the sellers Recorded Deed and the buyers deed that is to be executed at closing & recorded thereafter. **Required for Full Consideration & Exempt Transfer Stamp**
  - The attached Certificate for Exemption (completed & signed) with supporting exemption documentation (i.e., death certificate, court documents etc.) **Required for Exempt Transfer Stamp**
- The Petitioner shall be emailed within three (3) business days an invoice & payment link for the applicable amount due (tax for stamp, final water bill and any outstanding City debt) for petitioned transfer stamp. Upon receipt of payment in full the petitioner shall be informed by email when the transfer stamp is ready for pick-up. After the transfer stamp has been issued, if the closing is canceled or delayed beyond 30 days, and/or the seller enters a new sales contract with a new buyer, the transfer stamp issued shall be considered invalid, and a new application and transfer stamp shall be required.
- Transfer stamps that are lost, stolen or misplaced will not be reissued but may be replaced at the sellers or buyers' expense (\$60), if requested within 30 days of issuance. After 30 days a new application and transfer tax payment will be required.

### PROPERTY INFORMATION

Address of Property: Number Street Name Harvey, Illinois 60426

Permanent Property Index (PIN) No. Separate multiple PINS by using a colon (:)

Date of Deed: Type of Deed!!

Full Actual Consideration (as on Line 11 of the IL PTAX-203 Form) \$

**IDENTIFY THE PROPERTY'S INTENDED PRIMARY USE:**  
Residential Apartment Building Commercial  
How many units

Will property be Owner Occupied? YES NO  
If no, buyer shall be required to submit a Rental Operational License Application and applicable fees to the Building Department.

**PROCESSING FEE \$60.00 PAYABLE AT TIME OF SUBMISSION**

#### Accepted forms of payment:

- Cash
- Debit & Credit Cards (3% convenience fee)
- Checks (2% convenience fee)
- Money Orders

#### TRANSFER TAX CALCULATIONS

FULL CONSIDERATION PRICE: \$ /1,000 = x \$5.00 = \$

**PAYABLE ALONG WITH APPLICABLE UNPAID CITY DEBT WHEN INVOICED**

#### PETITIONER:

Application Submitted By:  Buyer  Seller

Scheduled Closing Date:

Seller wishes to keep water service active until scheduled closing date: YES NO

**Note:** If yes is selected, the petitioner must be the seller and a \$100 non-refundable continue service fee shall be added to City debt owed, payable prior to receiving the transfer stamp.

#### CHECK ONE

The petitioner is the seller and has made the buyer aware of the fact that a water service must be established in the buyers name within thirty (30) days after the transfer stamp has been issued or in the event of closing delays, request an extension within thirty (30) days of issuance. Otherwise, water service (if active) shall be disconnected for failure to comply.

The petitioner is the buyer and acknowledges the fact that water service must be established in their name within thirty (30) days after the transfer stamp has been issued or in the event of closing delays, request an extension within thirty (30) days of issuance. Otherwise, water service (if active) shall be disconnected for failure to comply.

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

GRANTOR/SELLER (please print)
Name:
Address:
City, State, Zip Code:
Email:
Telephone:
Signature: (Seller)
Date Signed:

GRANTEE/BUYER (please print)
Name:
Current Address:
City, State, Zip Code:
Email:
Telephone:
Signature: (Buyer)
Date Signed:

City of Harvey no longer performs Property Point of Sale Inspections. If you are selling or purchasing a property and want to have it inspected, you must hire a private home inspector.



\_\_\_\_\_

CERTIFICATE FOR EXEMPTION

I, \_\_\_\_\_ HEREBY STATE THAT THE DEED
(Print Name)

From: \_\_\_\_\_

To: \_\_\_\_\_

Dated: \_\_\_\_\_

IS EXEMPT FROM THE CITY OF HARVEY REAL ESTATE TRANSFER TAX AS FOLLOWS:

(Please check one of the following.)

- a) Deeds to property acquired by any governmental body...
b) Deeds which secure debt or other obligation.
c) Deeds, which, without additional consideration, confirm, correct, modify, or supplement a deed previously recorded.
d) Deeds where the actual consideration is less than \$100.
e) Tax deeds.
f) Deeds of release of property which is security for a debt or other obligation.
g) Deeds of partition.
h) Deeds made pursuant to mergers, consolidations or transfers or sales of substantially all of the assets of corporations pursuant to plans of reorganization.
i) Deeds made by a subsidiary corporation to its parent corporation for no consideration other than the cancellation or surrender of the subsidiary's stock.
j) Deeds wherein there is an actual exchange of real estate except that the money difference or money's worth paid from one to the other shall not be exempt from the tax.
k) Deeds representing transfers subject to the imposition of a documentary stamp tax imposed by the government of the United States, except that such deeds shall not be exempt from filing the declaration.

PLEASE GIVE AN EXPLANATION FOR ABOVE EXEMPTION:

\_\_\_\_\_
\_\_\_\_\_

PROPERTY ADDRESS:

\_\_\_\_\_
\_\_\_\_\_

(Signature)

(Date)