

**REAL ESTATE  
TRANSFER DECLARATION**  
(Transfers up to & including \$2 million)

Stamp No. \_\_\_\_\_  
(Revenue Stamps to be Affixed to Deed)

Date Issued \_\_\_\_\_

Water Balance \_\_\_\_\_

Inspectional Serv. \_\_\_\_\_

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

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

It is recommended that transfer stamps  
be picked up at least 48 hours in advance.

**Allow at least a half hour to process.**

Any building violations on the property may  
stop the sale of the transfer stamp.

**READ BACK OF THIS APPLICATION**

**CITY OF CALUMET CITY**  
**OFFICE OF THE CITY CLERK**  
**GLORIA DOOLEY**  
**(708)891-8110**

Monday, Tuesday, Thursday & Friday 9:00 a.m. - 5:00 p.m.  
Wednesday 9:00 a.m. - 8:00 p.m.

SIGNS MUST BE REMOVED WITHIN  
48 HOURS OF THE CLOSE OF THE SALE

**PLEASE NOTE:**  
The cost of the stamp is:

\$4.00 per \$1,000 or part thereof	Buyer's expense
\$4.00 per \$1,000 or part thereof	Seller's expense
TOTAL \$8.00 per \$1,000 or part thereof	

Address of Property \_\_\_\_\_  
Calumet City, IL 60409 Thornton Township  
(If property is a vacant lot, please attach legal description)

Full action consideration	<b>TO BE PAID BY</b> <b>Certified Check</b> <b>Money Order</b> <b>or Cash</b> <b>ONLY</b>	\$ _____
Less amount of personal property included in purchase		\$ _____
Net consideration for real estate		\$ _____
Net taxable consideration to be covered by stamps		\$ _____
TOTAL Amount of tax stamps paid by: (CIRCLE ONE) SELLER BUYER BOTH		\$ _____

If EXEMPT: Transaction is exempt under paragraph \_\_\_\_\_ of Sec. 26-75 of the Calumet City Municipal Code.

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

The person executing this signature block swears and affirms under penalty of perjury that the information is true and correct. Failure to comply with this provision may result in prosecution.

PRINT NAME: \_\_\_\_\_ SIGN \_\_\_\_\_

Name & Address of Seller/Owner/Grantor:	If Exempt, Copy of Deed Must Be Submitted.	Name & Address of Buyer/Grantee:
Name _____		Name _____
Address _____		Address _____
City _____ State _____		City _____ State _____
Zip _____ Phone # _____		Zip _____ Phone # _____

Agent's Name & Company Name \_\_\_\_\_

Agent must be a licensed attorney and/or  
licensed broker/realtor or the owner of record.  
In the event the party requesting is an agent,  
please put your bar number and/or broker's  
license number below your name.

Bar and/or Broker's License # \_\_\_\_\_  
(CIRCLE ONE)  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Phone # \_\_\_\_\_

**Additional Requirements for Real Estate Transfer Declaration  
CITY OF CALUMET CITY, ILLINOIS**

**I. TRUST TRANSFERS:** In the event the property to be transferred is in a trust of any type and the property is being transferred to a new trust, the transfer may be exempt; however, in order to ensure that the requesting party obtain an exempt stamp, the following must be certified by the requesting party who must either be a licensed broker and/or licensed attorney in the State of Illinois.

- A. The requesting attorney or broker must certify on penalty of perjury that the beneficiary of the new trust to which the property is being transferred is the same beneficiary under the terms of the new trust.
- B. In the event the property is coming out of trust, the person to whom the property is being deeded must be the same as the beneficiary of the trust from which the conveyance is coming.
- C. Any property from trust transferred to a new trust where the beneficiaries are not the same shall be subject to a transfer tax unless the grantee is exempt for other reasons under the Transfer Declaration Ordinance. All transfers of property within Calumet City after May 9, 1996, the effective date of the ordinance, may be required, regardless of exemption to the transfer tax, to undergo a point-of-sale inspection by the Department of Inspectional Services. The determination of exempt status from transfer tax is not a determination of exemption from point-of-sale inspection.
- D. Before any property may be transferred and any stamps issued, the Water Department must certify that the last current bill has been paid in full and there are no outstanding liens for water or other assessments against the full property.
- E. In the event you are requesting exemption on the basis of a religious affiliation, the affiliation must be shown by certification of a licensed broker, owner or licensed attorney under the penalty of perjury that the organization is tax-exempt as determined by the Internal Revenue Service and/or the Illinois Department of Revenue and such Revenue Department exemption documentation must be shown upon request by the representative of the City Clerk's Office. Failure to do so will delay exemption determination.
- F. Judicial Order, Tax Deed, bankruptcy or other judicial transfers are exempt from transfer tax. Point-of-sale inspection exemption will be determined at the time of the request of the exempt stamp.
- G. Transfer stamps are only valid as they relate to the names of buyers and sellers requested on this document. Any change in the name of seller or buyer will require a new application. The application may not be altered to reflect different owners and/or sellers except by authorized employees of the City Clerk's Office.

**II.** The transfer tax of the City of Calumet City shall apply to all types of transfers, including transfer of partnership interest, exchanges in property and/or partnership interests, and any other transfer mechanism which is evidenced by a public acknowledgement of a transfer of ownership. In addition to the point-of-sale inspection requirements, each transfer of interest in property that includes real estate shall be subject to the transfer stamp ordinance and any amendments in affect as of the date the stamp is received by buyer and/or seller unless such transfer is exempt under other provisions of the ordinance.

**III.** The transfer tax of the City of Calumet City is a bifurcated tax, i.e., the seller and the buyer are responsible for payment of one-half the tax. In the event a buyer or a seller is exempt, then only that half of the tax that is being requested by a non-exempt party needs to be paid at the time of a request for transfer stamps. Two stamps will be issued; one for that portion which is exempt and one for that portion that is not exempt.

**IV.** It is impossible for preprinted forms to cover all situations and, on occasion, it may be necessary to contact the City Attorney's Office which may by necessity delay the issuance of transfer tax stamps or to obtain a determination concerning a point-of-sale inspection.

*This transfer declaration includes the requirements as incorporated by reference on the reverse of this form and the person so certifying must be a licensed broker/realtor and/or licensed attorney authorized to practice their profession in the State of Illinois.*