

# **CITY OF HARVEY**



## **EXEMPT TRANSFER STAMP REQUIREMENTS**

(as revised May 2008)

## EXEMPT TRANSFER STAMP INFORMATION

### THE FOLLOWING ARE EXAMPLES OF TRANSFER TAX EXEMPTIONS:

➤ **QUIT CLAIM DEEDS**

*Note: When recording a Quit Claim Deed, all parties to the Deed **must** be present with a valid Driver's License or State I.D. If one party is unable to be present, written Power of Attorney must be granted to the individual(s) present.*

➤ **TAX DEEDS**

➤ **TRUST DEEDS**

➤ **JUDICIAL DEEDS**

➤ **FORECLOSURE and HUD PROPERTY DEEDS** (There may be instances where an exempt stamp does not apply for these deeds.)

➤ **REFINANCED PROPERTIES**

*Note: A letter on the Lender's letterhead stating the property is **only** being refinanced is **required**.*

### DOCUMENTATION REQUIRED FOR EXEMPT TRANSFER STAMPS:

1. **REAL ESTATE TRANSFER DECLARATION FORM** (attached)
2. **CERTIFICATE OF EXEMPTION** (attached)
3. Copy of the **DEED** to be executed.
4. Copy of the **POINT-OF-SALE INSPECTION REPORT** issued by the Planning Department. (See below instructions for additional information) **NOTE: Point-of-Sale Waivers** are generally **only** issued for refinanced properties and vacant lots.
5. Notarized copy of an **AS-IS AFFIDAVIT**. (attached)
6. Signed and notarized **BUYER'S VERIFICATION FORM**. (attached)
7. **WATER VERIFICATION FORM** issued by the Water Department.
8. Approved **CLEARANCE FORM**

### COST OF EXEMPT TRANSFER STAMP

An Exempt Transfer Stamp costs **\$45.00**. The City of Harvey accepts cash, checks, and credit cards as forms of payment. A valid driver's license or State of Illinois I.D. must be presented.

## **PAYMENT OPTIONS**

The City of Harvey accepts cash, checks, and credit cards as forms of payment for Inspections, Permits and Transfer Stamps. A valid driver's license or State of Illinois I.D. must be presented for checks. A working home phone number must also be provided. **No Cell Phone Numbers Accepted.**

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### **INFORMATION AND INSTRUCTIONS**

- A. Prior to purchasing Transfer Stamps, the Seller **must** fill out a Point-of-Sale Inspection application at the Department of Planning and Development. The 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:
- A Point-of-Sale Inspection report takes up to **five (5) business days** from the date of inspection to be completed. Once a Point-of-Sale Inspection is completed, the Seller is responsible for making sure the Buyer receives a copy of the inspection report.
- B. If accepting the property “As Is”, the Buyer **must** submit a notarized As-Is Affidavit (attached).
- C. If a Point-of-Sale Inspection **is not approved** and code violations are identified on the inspection report, the Buyer **must** fill out a Buyer's Verification Form (attached) and have it notarized.
- D. The Buyer must determine the cost of work to be done based on the code violations listed in the Point-of-Sale Inspection report. An estimate from a licensed contractor will assist in determining the Building Permit(s) cost.
- The Buyer **must** apply for a Building Permit(s) **five (5) days prior to closing** to address the code violations listed in the inspection report. **No same day Building Permits will be issued. Building Permits will be issued 1-2 days after application submission.**
  - For work **\$1,000.00 or more**, the Building Permit will cost **3% of the total cost of work to be completed** plus a refundable **\$150.00 Clean-Up Deposit** that will be refunded upon completion of all work and certification from the Building Inspector.
  - For work **\$1,000.00 or less**, the Building Permit cost is **\$75.00**, which includes \$25.00 for the permit and a \$50.00 Clean-Up Deposit that will be refunded upon completion of work and certification from the Building Inspector.
  - After all violations are corrected, the Buyer should bring the **hard copy** of the Building Permit to the Department of Planning and Development and request a Clean-Up Deposit refund, **which is typically mailed within 4 – 6 weeks.**

**EXEMPT**

**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 exempt stamp is as follows:

- **Buyer's Expense** - **\$45.00 administrative processing fee** \$\_\_\_\_\_

**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 Actual Consideration	\$ _____
Less Amount of Personal Property Included in Purchase	\$ _____
Net Consideration for Real Estate	\$ _____
Net Taxable Consideration to be Covered by Stamps	\$ _____
Amount of Stamps (\$4.00 per \$1,000 or part thereof of taxable consideration)	\$ _____

**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: \_\_\_\_\_

**CITY OF HARVEY**  
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**CERTIFICATE OF EXEMPTION**

**THE UNDERSIGNED** \_\_\_\_\_

**HEREBY STATES THAT THE DEED FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**DATED** \_\_\_\_\_ **IS EXEMPT FROM THE CITY OF HARVEY REAL ESTATE TRANSFER TAX AS FOLLOWS:**

- a.** Deeds to property acquired by any governmental body or from any governmental body or deeds to property between governmental bodies, or by or from any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious or educational purposes.
- b.** Deeds which secure debt or other obligations.
- c.** Deeds without additional consideration which confirm, correct, modify or supplement a deed previously recorded.
- d.** Deeds where the actual consideration is less than \$100.00.
- 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 or 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.

**STATE FACTS SHOWING THE APPLICABILITY OF EXEMPTION TO DEED:**

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

**DESCRIPTION OF PROPERTY:** \_\_\_\_\_

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

**PROPERTY TAX NUMBER:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**CITY OF HARVEY**  
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**BUYER'S VERIFICATION**

1. **BUYER'S NAME:** \_\_\_\_\_

**CO-BUYER'S NAME:** \_\_\_\_\_

2. **PROPERTY ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

3. **CURRENT ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

4. **BUYER'S PHONE:** \_\_\_\_\_ **WK:** \_\_\_\_\_

**CO- BUYER'S PHONE:** \_\_\_\_\_ **WK:** \_\_\_\_\_

5. **EMPLOYER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

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

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

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

**Subscribed to and sworn before me**

**A NOTARY PUBLIC** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

**CITY OF HARVEY**  
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**INFORMATION FOR TRANSFER STAMPS**

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

**OWNER/SELLER NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**BUYER'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

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

**OWNER OCCUPIED:**  YES  NO

**TYPE OF PROPERTY:**

SINGLE-FAMILY

MULTI-FAMILY \_\_\_\_\_ (list # of units)

COMMERCIAL

INDUSTRIAL

RENTAL \_\_\_\_\_ (list type)

This section to be completed by City of Harvey.

**TYPE OF INSPECTION:**  POINT-OF-SALE  RENTAL

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

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

**PROPERTY SOLD AS-IS:**  YES  NO

If yes, list building permit # \_\_\_\_\_

**CITY OF HARVEY**  
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**CODE HEARING DIVISION CLEARANCE FORM**  
**FOR TRANSFER STAMP PURCHASE**

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

**OWNER/SELLER NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

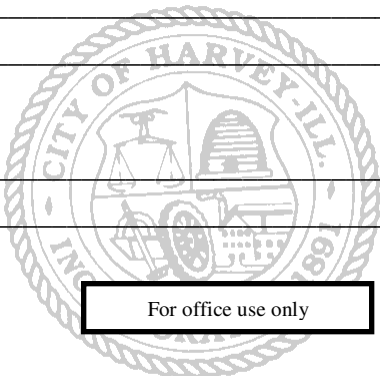
**BUYER'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

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

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



For office use only

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

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

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

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