

# CITY OF HARVEY



## TRANSFER STAMP REQUIREMENTS

(as revised May 2008)

**TRANSFER STAMP REQUIREMENTS  
FOR BUYERS AND SELLERS**

**REQUIRED DOCUMENTATION FOR A TRANSFER STAMP**

1. Copy of the **DEED** to be executed at closing with the Buyer's name listed **or** a copy of an Illinois Transfer Declaration.
2. Copy of the **REAL ESTATE CONTRACT** showing the Buyer's name and final sales price.
3. **WATER VERIFICATION FORM** issued by the Water Department.

*Note: The Seller must obtain a Water Certification Form. This form will only be issued after a final reading on the water bill has been completed **and** all outstanding balances have been paid. **There is a 48-hour waiting period on all final water readings.***

4. Notarized copy of an **AS-IS AFFIDAVIT**. (attached)
5. Signed and notarized **BUYER'S VERIFICATION FORM**. (attached)
6. Copy of the approved **POINT-OF-SALE INSPECTION REPORT** issued by the Department of Planning and Development.

*Note: Inspections identifying code violations will not be approved. See instruction section below for additional steps to obtain a Transfer Stamp.*

7. Approved **CLEARANCE FORM** to include payment of outstanding housing fines.

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**COST OF TRANSFER STAMP**

A Transfer Stamp costs **\$4.00 per \$1,000.00** of the taxable consideration. This cost is split between the Buyer (\$2.00 per \$1,000.00) and Seller (\$2.00 per \$1,000.00). The Buyer is also responsible for paying a **\$45.00 administrative fee**.

The Transfer Stamp can also be purchased in full (\$4.00 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 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**

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.**

**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:
- \$75.00 for one to two units \$25.00 for each additional unit
  - \$150.00 for all commercial property
- o 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.
- o 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.**
  - o 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.
  - o 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.
  - o 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.**

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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** - \$2.00 per \$1,000.00 or part thereof plus \$45.00 administrative processing fee \$ \_\_\_\_\_
- **Seller's expense** - \$2.00 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 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: \_\_\_\_\_



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

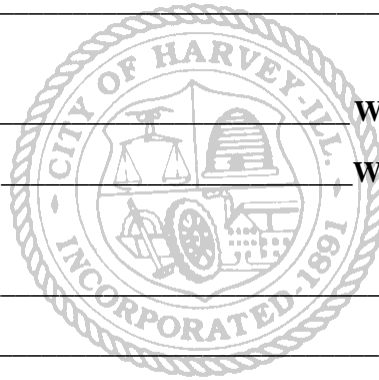
**CO- BUYER'S PHONE:** \_\_\_\_\_ **WK:** \_\_\_\_\_

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**

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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 # \_\_\_\_\_

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**CODE HEARING DIVISION CLEARANCE FORM**  
**FOR TRANSFER STAMP PURCHASE**

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

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

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

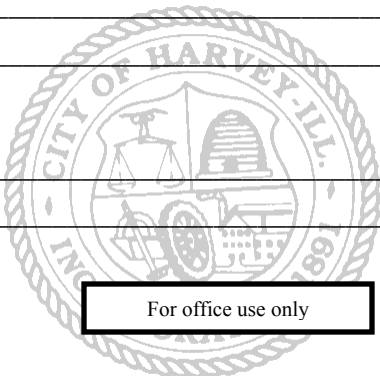
**BUYER'S NAME:** \_\_\_\_\_

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