



Village of Hoffman Estates

REAL ESTATE TRANSFER TAX

Phone: 847-882-9100 Fax: 847-781-2658
email: transferstamps@hoffmanestates.org

FOR VILLAGE USE ONLY
Date of Filing with Village
Counter Receipt #
Transfer Tax Stamp #
Village Cashier

Check Appropriate Box(es):

- Declaration Residential Multi-Unit (No. of Units)
Exemption Commercial Land Trust

INSTRUCTIONS:

- 1. The liability for the payment of this tax shall be borne by the grantor (seller).
2. This form must be filled out completely, signed by the grantor (seller), and presented to the Department of Finance, 1900 Hassell Road, Hoffman Estates, IL 60169 at the time of purchase of the real estate transfer stamps or exempt stamps as required by the Village of Hoffman Estates Real Estate Transfer Tax Ordinance.
3. The full actual amount of consideration of the transaction is the amount upon which the tax is to be computed.
4. A copy of the Illinois Real Estate Transfer Tax Declaration form and deed must accompany the payment of the tax pursuant to Ordinance 13-5-5.
5. All water, sewer, and garbage charges attributable to the property, past due and current, along with all other monies owed the Village, must be paid prior to the issuance of the tax stamp or exempt stamp.
6. Transfer stamps and exempt stamps must be purchased at the time of transfer. Penalties and interest will be imposed if payment is not made within sixty (60) days pursuant to Ordinance 13-5-11(a).
7. Please include a self addressed stamped envelope for any mail-in requests.
8. For additional information, please visit: www.hoffmanestates.org/government/finance/real-estate-transfer-tax

Address of Property: Street Zip Code

Permanent Property Index No.:

Date of Deed/Instrument: Type of Deed/Instrument:

Grantee:

Buyer Address Zip Code

Table with 2 columns: Description and Amount. Rows include Full Actual Consideration, AMOUNT OF TAX, PENALTY DUE, INTEREST DUE, and TOTAL DUE.

EXEMPTIONS: The Village of Hoffman Estates Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are enumerated in Section 13-5-6 of the Ordinance which are printed on the reverse side of this form. To claim one of these exemptions, you must complete the appropriate blanks below and provide supporting documentation that is signed and notarized. There is a \$10.00 processing fee for each exempt transaction.

I hereby declare that this transaction is exempt from taxation under the Hoffman Estates Real Estate Transfer Tax Ordinance by paragraph(s) of section 13-5-6 of said Ordinance.

Details for exemptions claimed, including documentation provided (explain):

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

GRANTOR: (Please Print)

Name Address Zip Code

Signature Date Signed: Seller or Agent