

## **Real Estate Transfer Declaration - Requirements**

### **❖ Real Estate transfer Declaration Form**

- Completed with PIN & Legal Description (only need one signature)
  - ❖ Water / Sewer / Garbage Utility Bill
    - Village must obtain a final reading for final bill – please call for arrangements – 72 business hours advance notice required before closing is to scheduled

### **❖ NO MONEY EXCHANGED**

**(after final utility bill has zero balance with current reading)**

- LEGAL DESCRIPTION WITH PIN NUMBER
- ORIGINAL SIGNED & NOTORIZED DEED

### **❖ PURCHASING TRANSFER STAMP – MONEY EXCHANGED**

**(after final utility bill has zero balance with current reading)**

- FORM HAS TO BE COMPLETED
- PRICE: 5.00 PER THOUSAND OF THE SELLING PRICE
- LEGAL DESCRIPTION WITH PIN NUMBER
- COPY OR ORIGINAL SIGNED & NOTORIZED DEED AND
- COPY PURCHASE CONTRACT OR CLOSING STATEMENT



**VILLAGE OF BURNHAM**  
 14450 S. Manistee Avenue  
 Burnham, Illinois 60633  
 Phone: 708-862-9150  
 Fax: 708-862-9155  
 villageofburnham@comcast.net

REVENUE STAMPS TO BE AFFIXED TO DEED

Stamp No. \_\_\_\_\_

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

**REAL ESTATE TRANSFER DECLARATION**

Except as to Exempt Transactions, you are prohibited by law from accepting any deed for recordation unless it is accompanied by a declaration containing all of the information requested therein.

THE FOLLOWING INFORMATION IS REQUIRED BY THE REAL ESTATE TRANSFER ACT AND IS TO BE FILLED OUT BY THE SELLERS AND BUYERS OR THEIR AGENTS

Date \_\_\_\_\_

Doc No. \_\_\_\_\_

USE BLACK OR BLUE INK

For Recorder's Use Only

Permanent Real Estate Index No. \_\_\_\_\_ Date of Deed \_\_\_\_\_ Type of Deed \_\_\_\_\_

Address of Property \_\_\_\_\_  
 Street or Rural Route \_\_\_\_\_ Zip Code \_\_\_\_\_

City or Village \_\_\_\_\_

Township \_\_\_\_\_

<p>(Legal Description of Property)</p>	<p>This space for relating any special facts or circumstances involving this transactions: (Use additional sheet, if needed)</p> <p>_____</p> <p>_____</p>
	<p>Full action consideration \$ _____</p>
	<p>Less amount of personal property Included in purchase \$ _____</p>
	<p>Net consideration for real estate \$ _____</p>
	<p>Net taxable consideration to be covered by stamps \$ _____</p>
	<p><b>Amount: \$5.00 per \$1,000 or part thereof of taxable consideration</b> \$ _____</p>

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

Name and address of Seller (Please Print) \_\_\_\_\_ Street or Rural Route \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature: Seller or Agent: \_\_\_\_\_

Name & Address of Buyer (Please Print) \_\_\_\_\_ Street or Rural Route \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature: Buyer or Agent: \_\_\_\_\_