



# CITY OF HIGHLAND PARK

City Hall 1707 St. Johns Avenue  
Highland Park, IL 60035  
(847) 432-0800

**DEED REQUIRED**  
**PERSONAL CHECKS AND CREDIT CARDS NOT ACCEPTED**

## REAL ESTATE TRANSFER TAX DECLARATION

Check Appropriate Box

Residential     Commercial/Industrial     Multi-unit: No. of Units \_\_\_\_\_

### INSTRUCTIONS:

- 1) This form must be filled out completely, signed by at least one of the grantors (sellers) and at least one of the grantees (buyers), and presented to the Finance Department of the City of Highland Park, 1707 St. Johns Avenue, Highland Park, Illinois 60035, at the time of purchase of real estate transfer stamps. As required by the City of Highland Park Real Estate Transfer Tax Ordinance. The stamps must be affixed to the deed, and this form attached, when the deed is recorded.
- 2) The full actual amount of consideration of the transaction is the amount upon which the tax is to be computed. Both the full actual consideration of the transaction and the amount of the tax stamps required must be stated on this declaration.

For additional information, please call the Finance Department at 847-432-0800, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Address of Property \_\_\_\_\_

Permanent Tax Index No. \_\_\_\_\_

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

Full Actual Consideration (include amount of mortgage and value of liabilities assumed)	\$ _____
Amount of Tax (\$5.00 per \$1,000 or fraction thereof full actual consideration)	\$ _____
In absence of provisions in the contract to the contrary, payment of tax is the obligation of the seller or grantor	

**Note: The City of Highland Park Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are enumerated in Section 97.1004 of the Ordinance which is printed on the reverse side of this form. To claim one of these exemptions, fill-in the appropriate blanks below and provide sufficient proof of all facts necessary to establish the specific claimed exemption.**

I declare hereby that this transaction is exempt from taxation under the City of Highland Park Real Estate Transfer Tax Ordinance under Paragraph _____ of Section 97.1004 of said Ordinance.	
Details of exemption claimed (explain): _____	
Exemption approved by City of Highland Park, by: _____ Date: _____	

Stamps sold by: \_\_\_\_\_ Date: \_\_\_\_\_

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

Grantor: \_\_\_\_\_  
(Seller) *(Please Print)*

\_\_\_\_\_  
Name Address Zip Code

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_  
Seller or Agent

Grantee: \_\_\_\_\_  
(Buyer) *(Please Print)*

\_\_\_\_\_  
Name Address Zip Code

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_  
Buyer or Agent

(over)

Sec. 97.1004 Deeds exempted from tax.

Provided that a Transfer Tax Declaration is filed pursuant to this Article, the following Deeds shall be exempt from the Transfer Tax:

- (A) Deeds representing real estate conveyances pursuant to contracts duly executed and in full force and effect on or before April 30, 1988;
- (B) Deeds relating to real property acquired by any governmental body or from any governmental body or Deeds to or documents relating to property or interests transferred between governmental bodies, or by or from any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious or educational purposes; except that such Deeds or trust documents, other than those in which the Administrators of Veterans' Affairs of the United States of America is the transferee pursuant to a foreclosure proceeding, shall not be exempt from filing the Transfer Tax Declaration;
- (C) Deeds which secure debt or other obligation;
- (D) Deeds which, without additional consideration, confirm, correct, modify, or supplement a Deed previously recorded;
- (E) Deeds where the actual consideration is less than One Hundred Dollars (\$100.00);
- (F) Tax Deeds;
- (G) Deeds of release of property which is security for a debt or other obligation;
- (H) Deeds of partition;
- (I) Deeds made pursuant to mergers, consolidations, or transfers or sales of substantially all of the assets of corporations pursuant to plans of reorganization;
- (J) Deeds made by a subsidiary corporation to its parent for no consideration other than the cancellation or surrender of the subsidiary's stock;
- (K) Deeds wherein there is an actual exchange of real estate and trust documents wherein there is an actual exchange of beneficial interests, except that the money difference or money's worth paid from one or the other shall not be exempt from the Transfer Tax;
- (L) Deeds representing transfers subject to the imposition of a documentary stamp imposed by the government of the United States; and/or
- (M) Deeds issued to a holder of a mortgage pursuant to a mortgage foreclosure proceeding or pursuant to a transfer in lieu of foreclosure.
- (N) Deeds pertaining to properties that are subject to a restrictive covenant, declaration, ground lease or similar restriction that (1) has been imposed on the property for the purpose of controlling the resale of the property in order to maintain continued affordability for low- or moderate-income households, (2) is required or has been approved by the City, and (3) has been recorded with the Lake County Recorder of Deeds; provided, however, that the exemption contained in this Section 97.1004(N) shall not be granted unless the taxpayer files, concurrent with the filing of the Transfer Tax Declaration required pursuant to this Article, a written letter of approval, indicating eligibility of the property for the exemption provided in this Section 97.1004(N), signed by the Executive Director of the Highland Park Illinois Community Land Trust or his or her designee, or by the City Director of Community Development or his or her designee."
- (O) Deeds made in connection with, and for the sole purpose of, the refinancing of debt or other security, but only if (1) the transferor is the parent, spouse, child or sibling of the transferee (2) Either (a) following the transfer, the transferor will retain ownership of a portion of the legal or beneficial title to the property, or (b) the transferee (i) owned a portion of the legal or beneficial title to the property prior to the acquisition by the transferor of a portion of the legal or beneficial title to the property and (ii) resided on the property for a period of not less than six months prior to the transfer.

**Sec. 97.1000 Transfer Tax Imposed.**

**(B)(3)The Transfer Tax Declaration, when submitted in connection with a Deed for which an exemption is claimed pursuant to section 97.1004 of this chapter, shall be accompanied by sufficient proof of all facts necessary to establish the specific claimed exemption.**