

CITY OF ELGIN
REAL ESTATE TRANSFER STAMP
APPLICATION FORM

Date of Filing with City

(FOR RECORDER'S USE ONLY)

Recorder or Registrar's Deed # _____

Date Recorded: _____

Transfer Tax Stamp #

CHECK APPROPRIATE BOX(ES)

Single Family Resident

Condo, Co-op, or Town Home

2-3 Unit (Residential)

4 or More Unit (Residential)

Commercial

Industrial

Vacant Land

Other (Attach Description)

INSTRUCTIONS:

This form must be filled out completely, signed by at least one of the grantors (sellers) or agent, and presented to the Finance Department, 150 Dexter Court, Elgin, IL 60120, at the time of the request for the real estate transfer stamp, as required by the City of Elgin Real Estate Transfer Ordinance. Also, a copy of the deed and the Illinois Tax Declaration form must be submitted with the request. The stamp must be affixed to the deed when the title is recorded with the County.

All requests for mailing of the transfer stamp must be accompanied by a self-addressed, stamped envelope

Please email all documents to Transferstamp@cityofelgin.org

For additional information, please call 311 (in Elgin) or 847-931-6001 Monday through Friday, 7:00 AM to 5:00 PM

Address of Property _____
Street Zip Code

Permanent Property Index No.: _____

Date of Deed _____ Type of Deed: _____

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

GRANTOR

Name

Address, City, State, Zip

Signature

Date Signed

GRANTEE

Name

Address, City, State, Zip

Signature

Date of Signature