



VILLAGE OF SCHAUMBURG
REAL ESTATE TRANSFER STAMP

**REAL ESTATE TRANSFER DECLARATION
FULL CONSIDERATION STAMP**

Finance Dept. 101 Schaumburg Court, Schaumburg, IL 60193
Email: bgarcia@schaumburg.com or 847.923.4539

Real Estate Transfer Tax Declaration – FULL CONSIDERATION

Date of Closing _____ Today's Date _____

Permanent Real Estate Index Number (PIN) _____

Address of Property _____

Check one: Is property Residential _____ or Non Residential _____

Full Consideration \$ _____ (Property Sale Price)

Amount of Tax Stamp \$ _____ (\$1.00 PER \$1,000.00; ROUND TO NEXT FULL DOLLAR)

Name of SELLER _____ (CID) _____

Forwarding Address of SELLER AFTER sale:

Name of BUYER _____ (CID) _____

WILL THE NEW BUYER Reside or Rent the purchased PROPERTY? Reside ___ Rent ___ TBD ___

NEW BUYER information for water billing purposes: Phone Contact: _____

Mailing Address for Water Billing: _____

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

Signature of Seller or Agent _____ Date _____

REQUIREMENTS FOR COMPLETION MUST INCLUDE:

1. Copy of the Illinois Real Estate Transfer Declaration (PTAX 203, My Dec), or Sales Contract.
2. Copy of the Deed.
3. Copy of the legal description of the property.
4. Payment of Water Account in full. Contact the Water Department, in advance, at (847) 923-4520 for a final water reading.
5. Payment of any fees owed to the Village of Schaumburg.
6. If non residential property, an Executed Certificate of Compliance.

- ◆ The issuance of a stamp may be delayed up to **THREE (3) DAYS** if there are any code violations on the property.
- ◆ Residents may be eligible for a Real Estate Transfer Tax Rebate upon purchase of new village property within one year after the date of this declaration. Request for a rebate must be filed within 6 months from the date the new property is purchased. A \$10.00 processing fee applies.
- ◆ Any application for a refund applies to the return of this transfer stamp and must be filed within 6 months after the date of this declaration. A \$10.00 processing fee applies for a transfer tax refund.

**FOR ALL MAIL REQUESTS, PLEASE INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE AND MAIL TO:
VILLAGE OF SCHAUMBURG ♦ ATTN. BERENICE GARCIA ♦ 101 SCHAUMBURG COURT ♦ SCHAUMBURG, IL 60193**

***** BELOW FOR OFFICE USE ONLY *****

Cash _____ Water Dept. _____ Stamp Amount \$ _____

Credit _____ Collections _____ (+) Water Combo \$ _____

Check# _____ Total (Stamp & Water) \$ _____ STAMP # _____