



**CITY OF COUNTRYSIDE  
REAL ESTATE PROPERTY TRANSFER  
FEE**

**For Office Use Only**

Date: \_\_\_\_\_

Number: \_\_\_\_\_

**APPLICATION MUST BE SUBMITTED IN PERSON IF PROPERTY IS BEING SOLD.**

**Please Note:** This form must be filled out completely for ALL real estate transfers. If any information is omitted, this declaration form will be deemed incomplete and you may be assessed penalties and interest. You must complete both sides of this form.

Seller's Name (Grantor) \_\_\_\_\_ Phone \_\_\_\_\_

Seller's Forwarding Address \_\_\_\_\_

Buyer's Name (Grantee) \_\_\_\_\_ Phone \_\_\_\_\_

**Party Responsible:** The primary incident of the tax and the obligation to pay the tax are on the Seller, Grantor, Assignor or other Transferor.

**Section 1 – General Information**

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

PIN \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

PIN \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Section 2 - Type of Property (please check appropriate box below)**

- |                                                                    |                                         |
|--------------------------------------------------------------------|-----------------------------------------|
| 1. <input type="checkbox"/> Single Family Residence                | 5. <input type="checkbox"/> Commercial  |
| 2. <input type="checkbox"/> Condo, co-op or 2-3 unit (residential) | 6. <input type="checkbox"/> Industrial  |
| 3. <input type="checkbox"/> 4 or more units (residential)          | 7. <input type="checkbox"/> Vacant Land |
| 4. <input type="checkbox"/> Mixed Use                              | 8. <input type="checkbox"/> Other       |

**Section 3 – Interest transferred (please check appropriate box below)**

- |                                                                 |                                                                     |
|-----------------------------------------------------------------|---------------------------------------------------------------------|
| 1. <input type="checkbox"/> Fee Title                           | 4. <input type="checkbox"/> Majority interest in real estate entity |
| 2. <input type="checkbox"/> Beneficial Interest in a land trust | 5. <input type="checkbox"/> Interest in a real estate co-op         |
| 3. <input type="checkbox"/> Lessee interest in a ground lease   | 6. <input type="checkbox"/> Other (attach a description)            |

**Section 4 – ONLY COMPLETE this section if property is exempt (not selling).**

Under penalty of perjury, I certify that this transaction is exempt from the City of Countryside Real Property Transfer Fee for the reason shown below:

A. ☐ Transfer in which the transfer price is less than \$500. You must explain: \_\_\_\_\_

B. ☐ Transfer of real property made prior to August 1, 1996 where the deed was recorded after that date.

C. ☐ Transfer involving real property acquired by or from an governmental body, or acquired by a non-for-profit, charitable, religious or educational organization, or acquired by any internal organization not subject to local taxes (copy of IRS granting tax exempt status must be attached).

D. ☐ Transfer in which the deed, assignment or other instrument of transfer secures debt or other obligations.

E. ☐ Transfer in which the deed, assignment or other instrument of transfer, without additional consideration, confirms, corrects, modifies or supplements a deed, assignment or other instrument of transfer previously recorded or delivered.

F. ☐ Transfer in which the deed is a tax deed.

- G. ☐ Transfer in which the deed, assignment or other instrument of transfer releases property which secures debt or other obligations.
- H. ☐ Transfer in which the deed is a deed of partition. (Note: If a party received greater than its undivided interest in the real property, then it must pay the tax).
- I. ☐ Transfer between a subsidiary corporation and its parent or between subsidiary corporations of a Common parent pursuant to a plan of merger or consolidation or pursuant to an agreement providing for the sale of substantially all of the seller's assets.
- J. ☐ Transfer from a subsidiary corporation to its parent for no consideration other than cancellation or surrender of the subsidiary's stock or transfer from a parent corporation to its subsidiary for no consideration other than the issuance or delivery to the parent of the subsidiary's stock.
- K. ☐ Transfer made pursuant to a confirmed plan of reorganization as provided under section 1146 (c) of Chapter 11 of the U.S. Bankruptcy Code, as amended. Provide bankruptcy court docket number:

### **Section 5 – Computation of tax stamps purchased and any penalty or interest**

- |                                                                         |          |
|-------------------------------------------------------------------------|----------|
| 1. Amount of tax stamp purchased (\$50.00, or if exempt insert \$0.00)  | \$ _____ |
| 2. Penalty (applicable only if this declaration is not filed when due)  | \$ _____ |
| 3. Interest (applicable only if this declaration is not filed when due) | \$ _____ |
| 4. Total tax, penalty and interest (add lines 1, 2 and 3)               | \$ _____ |
- NO PERSONAL CHECKS**

### **Section 6 – Signature of Buyer or Seller or Agent**

|                                                        |               |                                         |                   |
|--------------------------------------------------------|---------------|-----------------------------------------|-------------------|
| _____<br>Name of Buyer, Seller or Agent – Please Print |               | _____<br>Title                          |                   |
| _____<br>Signature                                     |               | _____<br>Date                           |                   |
| _____<br>Mailing Address                               | _____<br>City | _____<br>State                          | _____<br>Zip Code |
| _____<br>Business or Firm Name                         |               | _____<br>Daytime Phone / E-Mail Address |                   |

### **FOR OFFICE USE ONLY**

### **Section 7 – Sewer, Water and Weed Cutting Charges – Certification of Payment (required for all transfers)**

**The City of Countryside Water Dept. & LaGrange Highlands Sanitary District** certifies that all water charges rendered to the property located at \_\_\_\_\_ are paid in full.

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_

**The City of Countryside Sewer Dept. & the South Lyons Twp. / LaGrange Highlands Sanitary District** certifies that all sanitary sewer charges rendered to the property located at \_\_\_\_\_

are paid in full. Certified by: \_\_\_\_\_ Date: \_\_\_\_\_

**The Countryside City Clerk's Office** certifies there are no outstanding charges for the property located at \_\_\_\_\_

\_\_\_\_\_  
Certified by: \_\_\_\_\_

Date: \_\_\_\_\_

### **Section 8 – Send form to:** City of Countryside, City Hall, 803 Joliet Road, Countryside, IL 60525