



# Rolling Meadows

3600 Kirchoff Road  
Rolling Meadows  
Cook County, Illinois 60008-2498

(847) 394-8500  
FINANCE@CITYRM.ORG

## REAL ESTATE TRANSFER TAX FORM

(For Office Use Only)  
Stamp # \_\_\_\_\_

**ADDRESS OF PROPERTY:** \_\_\_\_\_

**Name of Seller** (Please print) \_\_\_\_\_

If a Corporation/Business, Name & Title of Contact \_\_\_\_\_

Contact's Phone No. \_\_\_\_\_ Contact's Email \_\_\_\_\_

Address of Seller \_\_\_\_\_

Signature of Seller or Agent \_\_\_\_\_

**Name of Buyer** (Please print) \_\_\_\_\_

If a Corporation/Business, Name & Title of Contact \_\_\_\_\_

Contact's Phone No. \_\_\_\_\_ Contact's Email \_\_\_\_\_

Address of Buyer \_\_\_\_\_

Signature of Buyer or Agent \_\_\_\_\_

### REAL ESTATE TRANSFER TAX DECLARATION

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

Full Consideration: \_\_\_\_\_ Amount of Tax (\$3 PER \$1,000 Rounded to Next Full Dollar ) \_\_\_\_\_

**WILL THE PROPERTY BE THE BUYER'S PRINCIPAL RESIDENCE?  YES  NO**

### **CERTIFICATE OF EXEMPTION** (See reverse side for list of allowable exemptions)

**PROCESSING FEE: \$ 50.00** (Effective 12/6/11)

Pursuant to Section 102-95 of Ordinance No. 94-05, the undersigned \_\_\_\_\_, hereby states that the

deed from: \_\_\_\_\_ to: \_\_\_\_\_,

dated \_\_\_\_\_ is exempt from the City of Rolling Meadows Real Estate Tax as follows: \_\_\_\_\_ . (Please

write in the number that relates to your type of exempt transaction from the table on the back of this form.)

State facts showing applicability of Exemption of Deed: \_\_\_\_\_. We hereby declare the full actual consideration

and above facts in this declaration to be true and correct.

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

Transactions received after 3:30pm will be processed and available the following business day.

## **Types of Transfers that qualify for Exemption for Real Estate Transfer Tax**

Please note which number applies to your type of exempt transaction and list that number on the reverse side of this form.

- 1) Transfers of real property made prior to July 1, 1988, where the deed was recorded after that date, or assignments of beneficial interest in real property dated prior to July 1, 1988, where the assignment was delivered on or after July 1, 1988.
- 2) Transfers involving real property acquired by or from any governmental body.
- 3) Transfers in which the deed, assignment, or other instrument of transfer secures debt or other obligations.
- 4) Transfers 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.
- 5) Transfers in which the transfer price is less than \$500.00.
- 6) Transfers in which the deed is a tax deed.
- 7) Transfers in which the deed, assignment, or other instrument of transfer releases property which secures debt or other obligations.
- 8) Transfers in which the deed is pursuant to a court decree.
- 9) Transfers between a subsidiary corporation and its parent or between subsidiary corporations of a common parent either pursuant to a plan of merger or consolidation or pursuant to a plan of reorganization providing for the sale of substantially all of the seller's assets.
- 10) Transfers from a subsidiary corporation to its parent for no consideration other than the cancellation or surrender of the subsidiary's stock and transfers from a parent corporation to its subsidiary for no consideration other than the issuance or delivery to the parent of the subsidiary's stock.
- 11) Transfers made pursuant to a confirmed plan of reorganization as provided under section 1146(c) of Chapter 11 of the United States Bankruptcy Code of 1978, as amended.
- 12) Transfers in which the deed or other instrument of transfer is issued to the mortgagee or secured creditor pursuant to a mortgage or security interest foreclosure proceeding or sale or pursuant to a transfer in lieu of foreclosure.

**CITY OF  
ROLLING MEADOWS**  
3600 KIRCHOFF ROAD  
ROLLING MEADOWS, ILLINOIS 60008  
PHONE: (847) 394-8500

FINANCE@CITYRM.ORG

**Transfers Subject to Real Estate Transfer Tax**

1. On Inter-City moves, the tax, minus \$50.00, is refundable. Please request form from the City.
2. Complete Real Estate Transfer Tax Declaration
3. Seller must call Water Billing for a final reading of water usage. This reading should be scheduled one or two days before closing so that a final bill can be calculated.
4. When you are ready to purchase the transfer stamp:
  - A. Provide the City with a **copy** of the deed.
  - B. Provide the City with a **copy** of the State of Illinois Declaration.
  - C. Provide the City with a completed Declaration form for Rolling Meadows.
  - D. Be prepared to pay the tax (\$3.00 per \$1,000 of the full consideration price).
  - E. Be prepared to pay final water, sewer and garbage bill and any other debts due the City.  
Exception: Water bills for most condominiums are usually paid by the Condominium Association.
5. Provide a self-addressed stamped envelope so the transfer stamp can be returned to you.

**Exemptions**

1. Complete Certificate of Exemption and pay the processing charge of \$50.00.
2. Seller should call Water Billing for a final reading of water usage. This reading should be scheduled one or two days before closing so that a final bill can be calculated. Exception: If owner remains in possession, final reading is not required.
3. When you are ready to purchase the transfer stamp:
  - A. Provide the City with a completed Certificate of Exemption.
  - B. Be Prepared to pay final water, sewer and garbage bill if required.
  - C. Provide the City with a **copy** deed.

The Finance Department is available for these transactions on weekdays between the hours of 8:00 a.m. to 3:30 p.m.

THIS IS A LISTING OF PALATINE ADDRESSES WHICH ARE ROLLING MEADOWS JURISDICTION, AND ARE SUBJECT TO THE ROLLING MEADOWS REAL ESTATE TRANSFER TAX.

Amaarja Ct.  
Angeline Ct  
Arlingdale Ct. & Dr  
Benton  
Bent Creek Ct  
Brockway Dr  
Brookview Ln  
Bryant Ave  
Burr Oak Court  
California Av  
N. Corona Dr  
S. Corona Dr  
Cold Spring Ct  
Deepwoods Ln  
Dupont  
Edgar St (3025)  
Emerson  
Euclid Ave  
Fairfax Ave (3960 & 3980) (4601 & 4620 & 4640) (4700 - 4787)  
Grove Rd  
Havenwood Ct  
Highland Dr  
Josephine Ct  
Lisa Ct  
Mallory Ct  
Meacham (3400, 3410) - (2731-3001)  
New Bridge Ct  
Old Plum Grove Rd  
Plum Blossom Trail  
Plum Grove Rd  
Prairie Ln  
Quentin Rd  
Rhiannon Ct  
Royale Ct  
Stacy Ct  
Still Water Ct  
Sunset Ct & Dr  
Tall Trees Ct  
Vermont St West  
Villa Circle Dr  
West Frontage Rd  
West Old Plum Grove Rd  
Woodcliff Ln