



# CITY OF BERWYN REAL ESTATE TRANSFER TAX

Check One:

- DECLARATION
- EXEMPTION

Check One:

- ASSIGNMENT OF BENEFICIAL INTEREST OF LAND TRUST
- DEED

RECORDER  
OR REGISTRAR'S  
DEED NO. \_\_\_\_\_

DATE RECORDED \_\_\_\_\_  
(For Recorder's Use Only)

## INSTRUCTIONS:

- This form and the original deed must be filled out completely, and this form signed by at least one of the grantees (buyer), and/or one of the grantors (seller), and presented to the Office of the City Collector, 6700 West 26th Street, Berwyn, Illinois, at the time of purchase of real estate transfer stamps as required by the City of Berwyn Real Estate Tax Ordinance. **The deed will not be recorded unless the stamps are affixed to the deed and this form attached, or affixed to the assignment of beneficial interest of any land trust at time of filing with the trustee. Copy of Land Trust Agreement must be submitted.**
- 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 the declaration.
- In cases involving an intermediary buyer, nominee or "straw men," one declaration form must be prepared for each deed that is to be recorded. (One of these transactions is usually exempt under Section 888.06 of the Ordinance.)
- A signed copy of the Illinois Tax Declaration Form must be delivered to the Office of the City Collector, pursuant to Section 888.09 of the Berwyn Ordinances, by the grantee (buyer) of any deed or assignee of beneficial interest within ten days after delivery of the deed or assignment of beneficial interest, or at the time of the payment of the tax, whichever occurs first.
- Prior to the issuance of revenue transfer stamps, the person applying for the stamps must show evidence to the City Collector that all of the requirements and provisions of Chapter 1442 (CERTIFICATE OF COMPLIANCE) have been fully complied with.
- Prior to the issuance of revenue transfer stamps, the Department of Water must certify that DELINQUENT WATER, GARBAGE, AND SEWER charges are paid in full. CERTIFIED BY \_\_\_\_\_
- For additional information, please call the City Collector's Office at 788-2660, Monday thru Friday, 9:00 A.M. to 5:00 P.M.

Address of Property \_\_\_\_\_  
Street Zip Code

Permanent Property Index No. \_\_\_\_\_

Date of Deed or Assignment \_\_\_\_\_

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

Full Actual Consideration (include amount of mortgage and value of liabilities assumed) . . . \$ \_\_\_\_\_  
Amount of Fee (\$10.00 per \$1,000 or fraction thereof of full actual consideration) . . . . . \$ \_\_\_\_\_  
**Personal checks must be certified.**

Note: The City of Berwyn Real Property Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are enumerated in Section 888.06 of the Berwyn Ordinances which are printed on the reverse side. A processing fee of five hundred dollars (\$500.00) shall be paid to the City Collector before any document relating to a foreclosure or a sheriff deed shall be so stamped, and a processing fee of one hundred dollars (\$100.00) shall be paid to the City Collector before any other type of document shall be so stamped.

I hereby declare that this transaction is exempt from taxation under the City of Berwyn Real Property Transfer Tax Ordinance by paragraph(s) \_\_\_\_\_ of Section 888.06 of said ordinance.

Details for exemption claimed: (explain)  
\_\_\_\_\_  
\_\_\_\_\_

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

Grantor: (Please Print)  
(Seller)  
Name Address Zip Code

Signature Date Signed  
Seller or Agent

Grantee: (Please Print)  
(Buyer)  
Name Address Zip Code

Signature Date Signed  
Buyer or Agent