

**Real Estate Transfer Tax  
 Exemption Application Form**

**Instructions:**

1. **This form must be filled out completely** then signed by at least one of the grantees (buyers) or the grantee's representative and presented to the City's Finance Department, 303 W. Wesley St., Wheaton, Illinois 60187, **at the time of purchase of real estate transfer stamps** as required by the Wheaton Real Estate Transfer Tax Ordinance.
2. The Wheaton City Code, Wheaton Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are stated in Section 66-190 of the Code and are printed on the reverse side of this form. To claim one of these exemptions, complete the appropriate areas: I hereby declare that this transaction is exempt from taxation under the Wheaton Real Estate Transfer Tax Ordinance, Section 66-190, paragraph(s) \_\_\_\_\_ (insert number(s) from reverse side).
3. Every deed or trust document which is tax exempt pursuant to this section shall be presented to the director of finance or designee so as to be appropriately marked by the director or designee to be eligible for recordation without payment of the tax. The deed or trust document, and any and all other documents reasonably necessary to determine the qualification of the deed or trust document for exemption shall be presented to the director of finance or designee who shall have ten (10) business days from the presentation of the documents to determine exemption eligibility. It shall be the applicant's burden to submit adequate documentation. Any party desiring to close a real property transaction prior to the director of finance or designee's determination of exemption eligibility shall pay the tax imposed by this section pending the final determination. There shall also be filed with the director a verified certificate setting forth the facts which justify the exemption executed on behalf of the grantor or grantee on a form provided for by the director. **An administrative fee of twenty-five dollars (\$25.00) shall be due for each exempt stamp.**
4. A real estate transfer stamp will not be issued unless the estimated final utility bill, along with any other outstanding balances for water, sanitary sewer and stormwater utility fee charges, as well as inspection fees, building permit fees, and property maintenance fines are paid in full.
5. For additional information, please call the Finance Department at (630) 260-2000, Monday through Friday, 8:00 A.M to 5:00 P.M.

**Full Actual Consideration**

(include amount of mortgage and value of liabilities assumed): \$ \_\_\_\_\_

**Amount of Tax**

(\$2.50 per \$1,000 of full actual consideration, rounded to the nearest one thousand dollars): \_\_\_\_\_ **EXEMPT**

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

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

Type of property:  Single Family Detached  Single Family Attached (Condo/Townhouse)  Business/Commercial  
 Apartment  Vacant Lot  Other \_\_\_\_\_

Date of Deed: \_\_\_\_\_ Type of Deed: \_\_\_\_\_

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

**PLEASE PRINT**

**Grantee (Buyer):** \_\_\_\_\_ (Address, State, Zip Code)

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

**Finance Department Only**

Director of Finance Approval	Date of Filing with City	Transfer Stamp Number	Employee Initials

## **EXEMPTIONS:**

Section 66-190: The tax imposed by this Chapter shall not apply to the following transactions, provided said transaction in each case is accompanied by a certificate setting forth the facts or such other certificate of record or sworn statement as the Director of Finance may require at the time of filing of the application form:

(1) Deeds or trust documents which secure debt or other obligations.

(2) Deeds or trust documents which, without additional consideration, confirm, correct, modify, or supplement a deed or trust document previously recorded.

(3) Deeds or trust documents where the actual consideration is less than \$100.00.

(4) Tax deeds.

(5) Deeds or trust documents that release property which is security for a debt or other obligation.

(6) Deeds of partition.

(7) Deeds or trust documents made pursuant to mergers, consolidations, or transfers or sales of substantially all of the assets of corporations pursuant to plans of reorganization.

(8) Deeds or trust documents made by a subsidiary corporation to its parent corporation for no consideration other than the cancellation or surrender of the subsidiary's stock.

(9) Deeds wherein there is an actual exchange of real estate and trust documents wherein there is an actual exchange of beneficial interests, except that the money difference or money's worth paid from one to the other shall not be exempt from the tax.

(10) Deeds representing transfers subject to the imposition of a documentary stamp tax imposed by the government of the United States, except that such deeds shall not be exempt from filing the declaration.

(11) Deeds or trust documents involving real estate acquired by or from any governmental body. For purposes of this subsection, the term "governmental body" shall include any body politic or municipal corporation defined in state statutes as well as any branch of the federal government but shall exclude non-Illinois and non-federal governmental bodies. Governmental bodies shall also exclude pension funds which purchase or sell real property within the city where such property is held in whole or in part for investment purposes. \*\*

(12) Deeds issued to a holder of a mortgage, as defined in Section 15—103 of the Code of Civil Procedure (735 ILCS 5/15—103), pursuant to a mortgage foreclosure proceeding or pursuant to a transfer in lieu of foreclosure.

(13) A grantee, buyer, assignee or transferee who has satisfied the following requirements: (a) owned and occupied a dwelling unit as the principal residence within the city immediately preceding the current purchase; and (b) purchases a dwelling unit which will be the purchaser's principal residence within the city.

(14) A grantee, buyer, assignee or transferee who is the natural born or adopted child of one of the grantors of the dwelling unit which is the subject of the transfer and tax which will be the purchaser's principal residence.

Deeds or trust documents which were the subject of a fully executed real estate contract dated on or before June 6, 1988. A copy of the executed real estate contract must be attached.

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1. Sheriff sales are not considered exempt transactions.
2. The exemption shall apply to Federal National Mortgage Association (FNMA) and the Federal Home Loan Mortgage Corporation (FHLMC) where they are buyers.
3. The exemption shall not apply to FNMA or FHLMC where they are sellers and the buyer is not otherwise exempt. In this circumstance, the buyer remains liable as provided in the Ordinance.