Real Estate Transfer Tax Declaration

Check Appropriate Box: ☐ Residential ☐ Commercial/ Industrial ☐ Multi-Unit (# of Units_____)

INSTRUCTIONS:

1. This form must be filled out completely, signed by at least one of the grantees (buyers) or agent, signed by at least one of the grantors (sellers) or agent, and presented to The City of Lake Forest Finance Department, Municipal Services 800 N Field Dr., Lake Forest, Illinois 60045, at the time of purchase of Real Estate Transfer Tax Stamp as required by Lake Forest City Code Sections 39.155-39.166.

2. 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 stamp must be stated on this declaration form. A copy of the **completed Illinois Real Estate Transfer Declaration (PTAX-203form) and a copy of the Deed** must accompany this declaration.

3. Before transfer stamps are released, The City of Lake Forest requires that a Certificate of Compliance for the Home Inspection Program and a Certified Receipt of Payment of Final Water Bill have been acquired by the seller. The City will confirm that there are no outstanding bills under all applicable ordinances or other non-compliance as provided in Lake Forest City Code Section 39.156(E)

4. The stamp will be affixed to an Attachment to Deed and will need to be recorded with the Deed.
   Note: The City is not responsible for lost or stolen real estate transfer tax stamps.

Visit our website www.cityoflakeforest.com, Select, I Want To, Apply For, Real Estate Transfer Tax Transaction for more information
For questions, contact Laronda Haines at 847-810-3620 or hainesl@cityoflakeforest.com

Address of Property _____
Street

Permanent Property Index No. _____

Date of Deed _____ Type of Deed _____

Full Actual Consideration (Attach PTAX 203 Illinois Real Estate Transfer Declaration) $ _____

Amount of Tax ($4.00 per $1,000 of full actual consideration; tax **rounded up** to the next $5.00) $ _____

Accepted forms of payment: Cash, Certified/Cashier's Check, Attorney's Check or Title Company Check & Electronic Transfer of Funds
All checks made payable to "City of Lake Forest".
Payment of tax is obligation of buyer.

(For Office Use Only: Approved by: _____)

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

Grantor:
(Seller)_____
(*Please Print*) Name Current Address City State Zip Code
Grantor
Signature_____ Date Signed _____
Circle one: Grantor/Seller or Agent

Grantee:
(Buyer)_____
(*Please Print*) Name Current Address City State Zip Code
Grantee
Signature_____ Date Signed _____
Circle one: Grantee/Buyer or Agent