



Real Estate Transfer Tax Exempt Declaration

Check Appropriate Box: Residential Commercial/ Industrial Multi-Unit (# of Units _____)

INSTRUCTIONS:

1. This application must be filled out completely, signed by at least one of the grantees or agent, signed by at least one of the grantors or agent, and presented to The City of Lake Forest, Finance Department, Municipal Services, 800 N Field Dr., Lake Forest, Illinois 60045.
2. The original or copy of the Deed **must** be submitted with this application along with the **\$50.00** Minimum Tax. Acceptable forms of payment are Cash, Checks payable to "City of Lake Forest", Visa, Master Card or Discover Card.
3. Lake Forest City Code Section 39.159 specifically exempts certain transactions from taxation. These exemptions are listed in Sections 39.159 of the Code and included on the Real Estate Transfer Tax Exemption List available on our website www.cityoflakeforest.com. Select "I Want To, Apply For, Real Estate Transfer Tax Transaction, then click on "Exemption List". To claim one of these exemptions, complete the appropriate blanks in the box below. Additional documentation may be requested to support the exemption claimed.
4. Before Exempt stamps are issued, The City **must** confirm there are no outstanding bills under all applicable ordinances or other non-compliance as provided in lake Forest City Code Section 39.156 (E)(2). Please allow 1-2 days to process your request.
5. Please note **IF** a change in ownership occurs due to this exempt transaction, The City of Lake Forest may require a Certificate of Compliance for the Home Inspection Program and a Certified Receipt of Payment of Final Water Bill to be acquired. You will be notified if these are required.

Visit our website www.cityoflakeforest.com, Select, I Want To, Apply For, Real Estate Transfer Tax Transaction for more information. For questions, contact Crystal Edwards at 847-810-3618 or edwardsc@cityoflakeforest.com

Address of Property _____

Permanent Property Index No. _____

Date of Deed _____ Type of Deed _____

<p>I hereby declare that this transaction is exempt from taxation under Lake Forest City Code Section 39.159</p> <p>by paragraph letter _____.</p> <p style="text-align: center;">(from the Exemption List)</p> <p>Explain exempt transaction _____</p> <p>For Office Use Only, Approved by: _____</p> <p style="text-align: center;">Initials</p>
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We hereby declare the facts contained in or attached to this declaration to be true and correct.

Grantor _____

(Please Print)	Name	Address	City	State	Zip Code
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Grantor Signature _____ Date Signed _____

Circle one: Grantor/Seller, Grantor's Attorney or Real Estate Agent

Grantee _____

(Please Print)	Name	Address	City	State	Zip Code
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Grantee Signature _____ Date Signed _____

Circle one: Grantee/Buyer, Grantee's Attorney or Real Estate Agent