



# CITY OF EVANSTON REAL ESTATE TRANSFER DECLARATION FORM

This form may be submitted in person or mailed to the Evanston City Collector's Office at 2100 Ridge Ave, Room 1300, Evanston, IL 60201. If submitting by mailed please include 2 copies of this form and a self addressed stamped return envelope. Please allow a minimum of 5 business days processing for all real estate transactions.

**Effective January 1, 2019: (Pursuant to Evanston City Code, Title 3, Chapter 25) 3-25-2, "Imposition of Tax" to increase the Real Estate Transfer Tax for transactions with a sale price over \$1,500,000.01. The Real Estate Transfer Tax will be as follows: 1) Sale prices up to \$1.5 million the tax is \$5.00 per \$1,000 of value per transaction. 2) Sale prices from \$1,500,000.01 to \$5 million the tax is \$7.00 per \$1,000 of value per transaction. 3) Sale prices at \$5,000,000.01 or more the tax is \$9.00 per \$1,000 of value per transaction.**

Pursuant to Evanston City Code 3-25-8-1 "Exemption Transaction Fee: There shall be a \$100.00 fee for any exempt transaction enumerated in Sections 3-25-6 and 3-25-7 effective March 20, 2006.

### CHECK ALL THAT APPLY AND FILL OUT FORM COMPLETELY

- RESIDENTIAL   
  COMMERCIAL   
  EXEMPT   
  LAND TRUST  
 SINGLE FAMILY/TOWNHOUSE   
  CONDOMINIUM   
  MULTI-UNIT   
 # OF UNITS

(For recorder's use only)

RECORDER'S NO.  
\_\_\_\_\_

DATE RECORDED  
\_\_\_\_\_

DATE OF FILING WITH THE CITY

ADDRESS OF PROPERTY: Street  Zip Code

PERMANENT INDEX NUMBER (TAX NUMBER)    -    -    -    -    -

CLOSING DATE OR DATE OF DEED     TYPE OF DEED

SALE PRICE OF PROPERTY (Full Actual Consideration)	Evanston Stamp:	\$	<input type="text"/>
AMOUNT OF REAL ESTATE TRANSFER TAX: ( $\$5.00$ per $\$1,000$ of sale price rounded to the nearest $\$1,000$ ex: $\$100,012.00 = \$101,000.00$ )		\$	<input type="text"/>

**NOTE:** Certain transactions are exempt from the Evanston Real Estate Transfer tax ordinance. These exemptions are enumerated on the next page of this form. To claim one of these exemptions, fill in the appropriate blanks below:

I hereby declare that this transaction is exempt from taxation under Evanston Real Estate Transfer Tax Ordinance

by paragraph (s)  of Section 3-25

Detail of exemption claimed, including documentation provided: (explain)

### WE HEREBY DECLARE THAT ALL THE FACTS CONTAINED IN THIS DECLARATION ARE TRUE AND CORRECT.

**SELLER/GRANTOR:** Name  Phone Number

Address  City  State  Zip

Signature (Seller or Agent): \_\_\_\_\_ Date Signed

**BUYER/GRANTEE:** Name  Phone Number

Address  City  State  Zip

Signature (Buyer or Agent): \_\_\_\_\_ Date Signed

**Please Note: Lost transfer stamps must be repurchased.**

**You must print & submit 2 copies**

## EXEMPTIONS

SECTION 3-25-6: 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 declaration form.

- (A) Transactions involving property acquired by or from any governmental body;
- (B) Transactions in which the deeds secure debt or other obligations;
- (C) Transactions in which the deeds, without additional consideration, confirm, correct, modify or supplement deeds previously recorded;
- (D) Transactions in which the actual consideration covering the sale of any owner occupied residential unit is less than fifty thousand dollars (\$50,000.00) and the seller qualifies under Section 8 housing assistance payment program income guidelines of the U.S. housing act of 1937, as amended from time to time;
- (E) Transactions in which the actual consideration is less than five hundred dollars (\$500.00);
- (F) Transactions in which the deeds are tax deeds;
- (G) Transactions in which the deeds are releases of property which is security for a debt or other obligation; provided, however, that any transfer must be to a mortgagee or secured creditor;
- (H) Transactions in which the deeds are pursuant to a court decree;
- (I) Transactions made pursuant to mergers, consolidations, or transfers or sales of substantially all of the assets of a corporation pursuant to plans of reorganization;
- (J) Transactions between subsidiary corporations and their parents for no consideration other than the cancellation or surrender of the subsidiary corporation's stock;
- (K) Transactions representing transfers subject to the imposition of a documentary stamp tax imposed by the government of the United States; and
- (L) A transfer by lease.

SECTION 3-25-7: The taxes imposed by this Chapter shall not be imposed on or transferred by an executor or administrator to a legatee, heir or distributee where the transfer is being made pursuant to will or by intestacy. The tax imposed by this Chapter shall further be exempt where the transaction is effected by operation of law or upon delivery or transfer in the following instances, provided, however, that a declaration form is filed.

- (A) From a decedent to his/her executor or administrator;
- (B) From a minor to his/her guardian or from a guardian to his/her ward upon attaining majority;
- (C) From an incompetent to his/her conservator, or similar legal representative, or from a conservator or similar legal representative to a former incompetent upon removal or disability;
- (D) From a bank, trust company, financial institution, insurance company or other similar entity, or nominee, custodian, or trustee therefor, to a public officer or commission, or person designated by such officer or commission or by a court, in the taking over of its assets, in whole or in part, under state or federal law regulating or supervising such institutions, nor upon redelivery or retransfer by any such transferee or successor thereto;
- (E) From a bankrupt or person in receivership due to insolvency to the trustee in bankruptcy or receiver, from such receiver to such trustee or from such trustee to such receiver, nor upon redelivery or retransfer by any such transferee or successor thereto;
- (F) From a transferee under Subsections (A) through (E) of this Section, to his/her successor acting in the same capacity, or from one such successor to another;
- (G) From a foreign country or national thereof to the United States or any agency thereof, or to the government of any foreign country directed pursuant to the authority vested in the President of the United States by any applicable law.
- (H) From trustees to surviving, substitute, succeeding or additional trustees of the same trust;
- (I) Upon the death of a joint tenant or tenant by the entirety to the survivor or survivors.