

# **CITY OF HARVEY**



## **REAL ESTATE TRANSFER TAX STAMP REQUIREMENTS**

(Revised April 2025)

The City of Harvey requires that a transfer stamp be purchased and affixed to the deed for all real estate ownership changes via selling a property or by transfer of the deed. Transfers involving a monetary exchange equal to or greater than \$1000 shall be taxed. Transfers without a monetary exchange or with monetary exchange less than \$1000 shall be exempt from taxation (commercial properties do not qualify). However, there is a \$60 non-refundable processing fee for both stamp types.

At the time of submission, the non-refundable processing fee must be paid in full. Upon payment, the packet shall be reviewed and clearance from City Departments shall be obtained within three (3) business days. Upon verification, the party that petitions for the stamp as indicated on the City of Harvey Real Estate Transfer Declaration & Application shall be responsible for resolving any discrepancies and shall receive a Final City of Harvey Invoice for outstanding required payments (transfer stamp cost and any city debt owed) via email to the email provided. The invoice must be paid in full as a one-time transaction before the transfer stamp can be issued....no exceptions. Upon receipt of all required documents and full invoice payment, the transfer stamp shall be made available for pick up.

Active water service shall be disconnected following the final water meter reading unless it is requested by the seller to have water service continue through the scheduled closing date. In which case, the seller must pay a \$100 continuous service fee that shall be considered debt owed payable along with the final water bill and any other outstanding debt owed to the City before the transfer stamp can be issued.

The buyer shall be added to the water account as the new owner effective on the scheduled closing date. If the buyer does not present the recorded deed within 30 days of the scheduled closing date or does not request an extension due to a delayed or cancelled closing, water service shall be disconnected thirty (30) days past the scheduled closing date within 24hrs and ownership reverts to the seller.

**NOTE:** The City of Harvey no longer performs Property Point of Sale Inspections. If you are selling or purchasing a property and want to have it inspected, you must hire a private home inspector.

## **STAMP TYPES**

**FULL CONSIDERATION STAMP** Applies to property transfers with a monetary exchange equal to or greater than \$1000 via real estate sales contract or a deed. The application and processing fee (non-refundable) must be presented along with all other required documents at time of submission at least 5 business days prior to the scheduled date of closing. The transfer stamp tax and applicable unpaid City debt shall be determined within three (3) business days after submission and must be paid in full when invoiced to be issued the transfer stamp.

### **A. Transfer Tax Amount (*full consideration*):**

The Real Estate Transfer Tax is \$5.00 per \$1000.00 of the full consideration amount indicated on the PTAX203 form (MY DEC) or sales contract plus a \$60 processing fee.

### **Calculation Example:**

Full consideration amount is \$10,000.00 the transfer stamp cost shall be \$50.00  
( $\$10,000 / 1,000 = 10 \times 5 = \$50$ )

## B. Document Requirements

- **Valid Photo ID** (*petitioners*)
- **City of Harvey Real Estate Transfer Tax Stamp Declaration & Application Form** (*attached*)
  - If someone signs on behalf of the seller/buyer, a Power of Attorney (POA) signed by the principal, witnessed and notarized is required.
  - If the declaration form reflects that the property will not be owner occupied, a Rental License Application is required to be completed and submitted when purchasing the transfer stamp. Rental licenses are non-transferable when property is sold.

### **Required Supporting Documentation:**

Seller & Buyer names indicated throughout all supporting documents must be consistent with the Seller & Buyer names declared on the City of Harvey Real Estate Transfer Tax Stamp Declaration & Application Form.

1. **Seller's Deed** (*executed and recorded*)
2. **Buyer's Deed** (*to be executed at closing and recorded thereafter*)
3. **IL PTAX 203 form (MY DEC) or Sales Contract** (*executed*)  
Must include the sales price and both the seller and buyer names/signatures as indicated on the City of Harvey Real Estate Transfer Tax Stamp Declaration & Application form.

## C. Meter Read

A **Final Meter Read** will be performed, and the water service will be disconnected within 24hrs. following the meter reading.

- If the seller requests to continue the water service through the scheduled closing date, an **Up-To-Date Meter Read** shall be required, and a \$100 continuous service fee shall be assessed and payable upon receipt of the City's Invoice.

## D. Required Payments (non-refundable)

Must be paid before the transfer stamp can be issued. Acceptable forms of payment include Cash, Debit Cards, Credit Cards (3% convenience fee), Checks (2% convenience fee) and Money Orders.

- **Processing Fee** (*payable at time of application*)
- **Transfer Tax** (*payable upon receipt of Final COH Invoice*)  
The Real Estate Transfer Tax is \$5.00 per \$1000.00 of the full consideration indicated on the PTAX-203 form (MYDEC) or the sales contract.
- **Outstanding City Debt** (*payable upon receipt of Final COH Invoice*)  
The invoice shall state the final water bill amount (based on either an up-to-date or final meter read, and applicable water service fees) plus any outstanding fines/fees determined by the Building & Revenue Department. Payment must be made in full before the transfer stamp can be issued.

**EXEMPT STAMP** Applies to property transfers via Judicial deeds with \$0.00 to \$1000.00 monetary exchange (commercial properties excluded). The application and processing fee (non-refundable) must be presented along with all other required documents at time of submission at least 5 business days prior scheduled date of closing. There shall be no taxation if the full consideration amount is less than \$1000. However, applicable unpaid City debt shall be determined within three (3) business days and must be paid in full when invoiced to be issued the transfer stamp.

**A. Transfer Tax Amount:**

The Real Estate Transfer Tax is \$0.00 (full consideration amount must be is less than \$1000)

**B. Document Requirements**

- **Valid Photo ID** (*petitioners*)
- **City of Harvey Real Estate Transfer Tax Stamp Declaration & Application Form** (*attached*)
  - If someone signs on behalf of the seller/buyer, a Power of Attorney (POA) signed by the principal, witnessed and notarized is required.
  - If the declaration form reflects that the property will not be owner occupied, a Rental License Application is required to be completed and submitted when purchasing the transfer stamp. Rental licenses are non-transferable when property is sold.

**Required Supporting Documentation**

Seller & Buyer names indicated throughout all supporting documents must be consistent with the Seller & Buyer names declared on the City of Harvey Real Estate Transfer Tax Stamp Declaration & Application Form.

1. **Seller's Deed** (*executed and recorded*)
2. **Buyer's Deed** (*to be executed at closing and recorded thereafter*)
3. **Certificate of Exemption**  
Form must be completed and signed with supporting exemption documentation (i.e. death certificate, court documents).

**C. Meter Read**

A **Final Meter Read** will be performed, and the water service will be disconnected within 24hrs. following the meter reading.

- If the seller requests to continue the water service through the scheduled closing date, an **Up-To-Date Meter Read** shall be required, and a \$100 continuous service fee shall be accessed and payable upon receipt of the City's Invoice.

#### D. Required Payments (non-refundable):

Must be paid before the transfer stamp can be issued. Acceptable forms of payment include Cash, Debit Cards, Credit Cards (3% convenience fee), Checks (2% convenience fee) and Money Orders.

- **Processing Fee** (*payable at time of application*)
- **Outstanding City Debt** (*payable upon receipt of Final COH Invoice*)  
The invoice shall state the final water bill amount (based on either an up-to-date or final meter read, and applicable water service fees) plus any outstanding fines/fees determined by the Building & Revenue Department. Payment must be made in full before the transfer stamp can be issued.

#### HOW TO SUBMIT REAL ESTATE TRANSFER STAMP APPLICATION

Petitioners are strongly encouraged to submit their Real Estate Transfer Tax Stamp package and required processing fee at least 5 business days prior to the scheduled date of closing in person at City Hall (Lower Level), 15320 Broadway Avenue, Harvey, IL or visit [www.cityofharveyil.gov](http://www.cityofharveyil.gov) to download, print forms, pay \$60 processing fee and email completed forms to [transferstamp@cityofharveyil.gov](mailto:transferstamp@cityofharveyil.gov) with required documents attached.

Once application has been submitted, document review will be performed within three (3) business days. If there are no discrepancies, an invoice shall be created to reflect the required Transfer Stamp Tax amount, final water bill and any additional unpaid City debt. The itemized invoice shall be emailed to the petitioner and paid in full before the Transfer Stamp will be issued.

#### HOW TO RECEIVE TRANSFER STAMPS

Petitioners, must print invoice and present it to Harvey City Hall (Lower Level), 15320 Broadway Avenue, Harvey Illinois, in person. Upon successfully making payment in full, the the Transfer Stamp will be issued. **Failure to make payment within three (3) business days and retrieve your Transfer Stamp shall void the request and a new Real Estate Transfer Tax Stamp Declaration & Application along with applicable payments shall be required.**

#### AFTER TRANSFER STAMPS HAVE BEEN ISSUED

- The buyer must establish water service within thirty (30) days of issuance or request an extension within thirty (30) days of issuance. **Water service shall be disconnected for failure to comply.**
- Issued transfer stamps may be reused due to closing delays within 30 days **ONLY** if the buyer remains the same. If the closing is canceled at any time or delayed beyond 30 days, and/or the seller enters a new sales contract with a new buyer, the transfer stamp issued shall be considered invalid, and a new application and transfer stamp is required.
- Issued transfer stamps that are lost, stolen or misplaced will not be reissued but may be replaced at the sellers or buyers' expense (\$60) if requested within 30 days of issuance. After 30 days a new application and transfer tax payment will be required.



## CITY OF HARVEY REAL ESTATE TRANSFER DECLARATION & APPLICATION

**APPLYING FOR:** **Full Consideration Transfer Stamp** (property transfer via real estate sales contract or deed with monetary exchange over \$1000.00)  
Tax amount: \$5.00 per \$1000.00 of the full consideration amount as indicated on the PTAX203 form or sales contract.

**Exempt Transfer Stamp** (property transfers via Judicial deeds with \$0.00 to \$1000.00 monetary exchange)  
Tax amount: N/A

### INSTRUCTIONS:

- This form must be completed (typed), signed by grantor (seller) and grantee (buyer), and submitted with required documents listed below along with a \$60 processing fee to Harvey City Hall, 15320 Broadway Ave., Harvey IL, or you may visit [www.cityofharveyil.gov](http://www.cityofharveyil.gov) to pay processing fee on-line and email packet to [transferstamp@cityofharveyil.gov](mailto:transferstamp@cityofharveyil.gov). Submission should be at least five (5) business day prior to the scheduled closing date. **NOTE:** Seller & Buyer names indicated throughout all supporting documents must be consistent with the Seller & Buyer names declared on this application. If someone signs on behalf of the seller/buyer, a Power of Attorney (POA) signed by the principal, witnessed and notarized is required along with their valid photo ID.
  - A completed IL PTAX-203 (MYDEC) form or copy of a fully executed real estate sales contract **Required for Full Consideration Transfer Stamp**
  - A copy of the seller's Recorded Deed and the buyer's deed that is to be executed at closing & recorded thereafter **Required for Full Consideration & Exempt Transfer Stamp**
  - The attached Certificate for Exemption (completed & signed) with supporting exemption documentation (i.e., death certificate, court documents etc.) **Required for Exempt Transfer Stamp**
- The Petitioner shall be emailed within three (3) business days an invoice tallying the amount due (tax for stamp, final water bill and any outstanding City debt). Upon successful payment in full, the Transfer Stamp will be issued. All invoiced payments must be made in person at Harvey City Hall (Lower Level). A copy of the invoice is required to be submitted with payment.
- After stamp has been issued, if the closing is canceled or delayed beyond 30 days, and/or the seller enters a new sales contract with a new buyer, the transfer stamp issued shall be considered invalid, and a new application and transfer stamp shall be required. Stamps that are lost, stolen or misplaced will not be reissued but may be replaced at the sellers or buyers' expense (\$60), if requested within 30 days of issuance. After 30 days a new application and transfer tax payment will be required.

### PROPERTY INFORMATION

Address of Property: \_\_\_\_\_ Harvey, Illinois 60426  
Number \_\_\_\_\_ Street Name \_\_\_\_\_

**Permanent Property Index (PIN) No.**

**Separate multiple PINS by using a colon (:)**

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

Full Actual Consideration (as on Line 11 of the IL PTAX-203 Form ) \$ \_\_\_\_\_

**IDENTIFY THE PROPERTY'S INTENDED PRIMARY USE:**

Residential Apartment Building Commercial  
How many units \_\_\_\_\_

Will property be Owner Occupied? YES NO

If no, buyer shall be required to submit a Rental Operational License Application and applicable fees to the Building Department.

**PROCESSING FEE \$60.00 PAYABLE AT TIME OF SUBMISSION**

#### **Accepted forms of payment:**

- Cash
- Debit & Credit Cards (3% convenience fee)
- Checks (2% convenience fee)
- Money Orders

### TRANSFER TAX CALCULATIONS

FULL CONSIDERATION PRICE: \$ \_\_\_\_\_ /1,000 = \_\_\_\_\_ x \$5.00 = \$ \_\_\_\_\_

**PAYABLE ALONG WITH APPLICABLE  
UNPAID CITY DEBT WHEN INVOICED**

### PETITIONER:

Application Submitted By: Buyer Seller

Scheduled Closing Date: \_\_\_\_\_

Seller wishes to keep water service active until scheduled closing date: YES NO

**Note:** If yes is selected, the petitioner must be the seller and a \$100 non-refundable continue service fee shall be added to City debt owed, payable prior to receiving the transfer stamp.

### CHECK ONE

The petitioner is the seller and has made the buyer aware of the fact that a water service must be established in the buyers name within thirty (30) days after the transfer stamp has been issued or in the event of closing delays, request an extension within thirty (30) days of issuance. Otherwise, water service (if active) shall be disconnected for failure to comply.

The petitioner is the buyer and acknowledges the fact that water service must be established in their name within thirty (30) days after the transfer stamp has been issued or in the event of closing delays, request an extension within thirty (30) days of issuance. Otherwise, water service (if active) shall be disconnected for failure to comply.

**We hereby declare the facts contained in this declaration to be true and correct.**

GRANTOR/SELLER (please print)
Name:
Address:
City, State, Zip Code:
Email:
Telephone:
Signature: (Seller)
Date Signed:

GRANTEE/BUYER (please print)
Name:
Current Address:
City, State, Zip Code:
Email:
Telephone:
Signature: (Buyer)
Date Signed:

**City of Harvey no longer performs Property Point of Sale Inspections. If you are selling or purchasing a property and want to have it inspected, you must hire a private home inspector.**



**CERTIFICATE FOR EXEMPTION**

I, \_\_\_\_\_ HEREBY STATE THAT THE DEED  
(Print Name)

From: \_\_\_\_\_

To: \_\_\_\_\_

Dated: \_\_\_\_\_

IS EXEMPT FROM THE CITY OF HARVEY REAL ESTATE TRANSFER TAX AS FOLLOWS:

*(Please check one of the following.)*

- ☐ a) Deeds to property acquired by any governmental body or from any governmental body or deeds to property between governmental bodies, or by or from any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious or educational purposes.
- ☐ b) Deeds which secure debt or other obligation.
- ☐ c) Deeds, which, without additional consideration, confirm, correct, modify, or supplement a deed previously recorded.
- ☐ d) Deeds where the actual consideration is less than \$100.
- ☐ e) Tax deeds.
- ☐ f) Deeds of release of property which is security for a debt or other obligation.
- ☐ g) Deeds of partition.
- ☐ h) Deeds made pursuant to mergers, consolidations or transfers or sales of substantially all of the assets of corporations pursuant to plans of reorganization.
- ☐ i) Deeds made by a subsidiary corporation to its parent corporation for no consideration other than the cancellation or surrender of the subsidiary's stock.
- ☐ j) Deeds wherein there is an actual exchange of real estate except that the money difference or money's worth paid from one to the other shall not be exempt from the tax.
- ☐ k) 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.

PLEASE GIVE AN EXPLANATION FOR ABOVE EXEMPTION:

\_\_\_\_\_  
\_\_\_\_\_

PROPERTY ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)