



## REAL ESTATE TRANSFER STAMP TAX

*The stamp is obtained by the new property owner(s).*

1) Village of Mettawa Real Estate Transfer Tax Declaration	<p>The declaration form must be fully completed and signed by at least one of the grantors (sellers) and one of the grantees (buyers) or their respective agents at the time of purchase of real estate transfer stamps as required by the Mettawa Real Estate Tax Ordinance.</p> <p>In cases involving an intermediary buyer, nominee or “straw man.” one declaration form must be prepared for each deed that is to be recorded. One of these transactions is usually exempt under Section 19.205 of the Ordinance.</p>
2) State of Illinois Real Estate Transfer Tax Declaration	<p>This document is produced by the seller’s attorney.</p> <ul style="list-style-type: none"> <li>• PTAX-203</li> </ul>
3) Title Insurance	<p>A copy of the new title insurance.</p>
4) Copy of New Deed	<p>A copy of the final executed deed that will be filed with the Office of the Recorder of Deeds.</p>
5) Payment	<p>Payment will be accepted by way of the following:</p> <ol style="list-style-type: none"> <li>1. Attorney at Law Check; or</li> <li>2. Certified Check; or</li> <li>3. Cashier’s Check; or</li> <li>4. Title Company Check</li> </ol> <p>*** No personal checks will be accepted</p> <p>The amount is determined \$5 for every \$1,000 Ex: 10,000 = \$50</p> <p>Payable to: Village of Mettawa</p>

### **How to Obtain a Real Estate Stamp:**

- Schedule an appointment with the Village Clerk at (847) 573-1460 or by email at [clerk@mettawa.org](mailto:clerk@mettawa.org)
- Pick up the stamp at the Village office located in the **LifeStorage Office Suites**, 700 East Park in Libertyville

Office Hours: 9:00 a.m. – 12:00 p.m.