



Village of Mettawa

QUIT CLAIM DEED

Forms Requirement:

1) Real Estate Transfer Tax Declaration Form	<p>The declaration form must be fully completed and signed by the property owner(s) to obtain an Exempt stamp 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) Original Quit Claim Deed	<p>The original deed paired with the original real estate transfer tax declaration form should be brought to the village office to be stamped.</p> <p>Once stamped, you will be able to present your documents to Lake County Recorder of Deeds.</p>
3) No Charge	<p>An exempt stamp will be provided at no expense to the property owner.</p>
4) Return Envelope	<p>The property owner has the option of completing this transaction via mail.</p> <p>Please be sure to provide a self-stamped envelope if documents are being returned through mail.</p> <p>Mailing Forms to Following Address: Village of Mettawa 26225 N. Riverwoods Blvd, Box M Mettawa, IL 60045</p>

Office Option:

- Schedule an appointment with the Village Clerk at (847) 573-1460 or by email at clerk@mettawa.org
- This transaction can be completed in person or by mailing the following forms to the village.
- The Village office is in the **LifeStorage Office Suites** at 700 East Park in Libertyville

Office Hours: 9:00 a.m. – 12:00 p.m.