

INSTRUCTIONS FOR OBTAINING REAL ESTATE TRANSFER STAMPS

Water Meter Reading/Property Liens: Please complete the form titled “To Whom It May Concern – Water/Lien Letter” and send via facsimile to (815) 724-3904 at least **four** business days prior to the closing. **Any forms received less than four days may not be processed before closing date. This is the only form you need to send via facsimile.**

1. The following instructions are for obtaining stamps **prior** to the closing (These documents **are not accepted via facsimile**):

The seller/agent must have the **completed**:

- a. To Whom It May Concern – Water/Lien Letter
- b. City of Joliet Declaration Form(s) - One Form for Each Property Index Number
- c. Illinois PTAX 203 Form/Signed by Preparer
- d. Deed Transferring Ownership

2. The following instructions are for obtaining stamps **after** the closing (These documents **are not accepted via facsimile**):

The seller/agent must have the **completed**:

- a. To Whom It May Concern – Water/Lien Letter
- b. City of Joliet Declaration Form - One Form for Each Property Index Number
- c. The Illinois PTAX 203 Form/Signed by Seller, Buyer and Preparer
- d. **ORIGINAL** Deed Transferring Ownership

If the closing is cancelled, please send via facsimile the completed To Whom It May Concern Water/Lien Letter with **“Cancel”** written across it. Then resubmit a **new (blank)** letter when the closing date has been reset.

PLEASE NOTE THAT PERSONAL/BUSINESS CHECKS ARE **NOT** ACCEPTED. PAYMENT MUST BE MADE BY MEANS OF VISA, MASTERCARD, CASH OR CERTIFIED CHECK. THE ONLY CHECKS ACCEPTED ARE REAL ESTATE, TITLE COMPANY AND ATTORNEY (ATTORNEY OR ATTORNEY AT LAW **MUST** BE PRINTED ON CHECK). **SEPARATE CHECKS REQUIRED** FOR WATER/LIEN LETTER AND REAL ESTATE TRANSFER TAX STAMP FEE.

FOR NEW RESIDENTIAL CONSTRUCTION

Please follow the instructions as stated above **in addition** to the following:

A City of Joliet Residential Transfer Information and Disclosure Form Signed by the Seller and Buyer is required. This form necessitates the seller of Residential Real Property to disclose certain information to prospective buyers prior to entering into a residential real estate sale contract.

FOR EXEMPTION DEEDS (I.E., QUIT CLAIM, TRUST, SHERIFF’S, ETC.)

A \$0.00 Real Estate Transfer Tax Stamp is affixed to the **ORIGINAL DEED**. This original deed must be completed and contain the exemption paragraph that pertains to this particular document. If this exemption paragraph is not on the deed, a City of Joliet Declaration/Exemption Form must be completed and signed. If sending the document via the U.S. Postal Service or delivery service, please include a self-addressed stamped envelope for the return of this deed. There is no fee for this “zero” stamp.