

**NOTE: Online payment must be submitted by online applicant after stamp issuance is approved**

The liability for the payment of this tax shall be borne by the Grantee (Buyer) or Lessee.

Before any property may be transferred and stamps issued, the Finance Department must certify there are no outstanding violations, permit issues or other assessments against the property.

Long-term leases or similar contracts for a term or more than thirty years are subject to the tax.

A partial rebate of this tax is available to certain qualified individuals who previously paid the tax on a principal residence within the Village. Please see section 8.804 of the Ordinance for further details.

Some of the following documents MAY be required. Please ensure that you have required documentation ready to upload in a PDF or JPG format.

- MyDec, EZ Dec or P-TAX, including legal description (for purchases)
- Deed (signed and notarized) for exempt transactions
- List of LLC, Corporation or Partnership Members (required for exempt transactions from or to an LLC, Corporation, or Partnership)
- Affidavit of No Consideration (required for exempt transactions if any grantor is being removed from a deed for reasons other than divorce)
- Facsimile/Assignment of Beneficial Interest
- P-TAX 203NR (required with a Facsimile/Assignment of Beneficial Interest if “AFFIX TRANSFER STAMPS” is not reflected on the Facsimile/Assignment of Beneficial Interest)

Once reviewed, you will be advised if any additional documentation/information is required. Once approved, you will be notified regarding required online payment from the applicant.

Please call **847-392-6000** with any questions.

