Real Estate Transfer Tax Exempt Declaration

Check Appropriate Box: ◉ Residential ○ Commercial/Industrial

INSTRUCTIONS:

1. **Submit the completed Declaration, Deed (indicate copy or original), and $50 minimum tax payment**.
   a. In person at the Finance Counter of the Municipal Services Building, 800 N Field Dr, Lake Forest
   b. Via mail, UPS, or FedEx with stamped return envelope or prepaid label, to The City of Lake Forest, 800 N Field Dr, Lake Forest, IL 60045 Attn: LF Finance *(Please allow 1-2 business days for processing)*
2. Review the Exemption List for exemption qualification. City staff reserves the right to request additional documentation to support the claimed exemption.
3. Fill in the required information below, paying close attention to:
   a. Include Exempt Paragraph Letter from Exemption List
   b. Include brief explanation of exempt transaction (ex. Transfer from individuals into trust)
   c. Grantor and Grantee printed on this Declaration should reflect accompanying Deed.
4. As provided in Section 39.156(E) of the City Code, before issuance of an exempt stamp, the City will confirm there are no outstanding amounts owed. You will be notified of any matters that need attention.
5. **Please note:** If the exempt transaction results in a change of ownership (i.e. gifting of property), the City will require a Home Sewer Inspection and Final Utility Bill. You will be notified of these requirements.

Visit our webpage www.cityoflakeforest.com, Search Real Estate Transfer Tax for more information.

Questions? Email lffinance@cityoflakeforest.com or call 847-810-3622

Address of Property _____

Property Index Number (PIN) _____

Date of Deed _____ Type of Deed _____

I hereby declare that this transaction is exempt from taxation under Lake Forest City Code Section 39.159

By paragraph letter_____.
(From the Exemption List)

Explain exempt transaction _____

We hereby declare the facts contained in, or attached to this declaration, to be true and correct.

Grantor_____
(*Please Print*) Name Address (If Different than Property Address) City State Zip Code

Signature_____ Date _____
Circle one: Grantor/Seller, Grantor's Attorney or Agent

Grantee_____
(*Please Print*) Name Address (If Different than Property Address) City State Zip Code

Signature_____ Date _____
Circle one: Grantee/Buyer, Grantee's Attorney or Agent

Revised 10/2024