



Real Estate Transfer Tax Declaration

Check Appropriate Box: Residential Commercial/ Industrial

INSTRUCTIONS:

1. Seller's Attorney-please sign and email this completed Declaration, copy of the MyDec/PTAX, and copy of the unexecuted Deed to edwardsc@cityoflakeforest.com.
2. Please provide buyer side contact information. As a courtesy, we will coordinate sale of the transfer tax stamp with the buyer once the seller pays the final utility bill and completed Home Inspection requirements.
3. As provided in Section 39.156(E) of the City Code, City staff will confirm issuance of Certificate of Compliance for the Home Inspection Program and a Certified Receipt of Payment of Final Utility Bill have been acquired by the seller.

Disclaimer: The City is not responsible for lost or stolen real estate transfer tax stamps.

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

Questions? Contact Crystal Edwards at 847-810-3618 or edwardsc@cityoflakeforest.com

Address of Property _____

Property Index Number (PIN) _____

Date of Deed _____ Type of Deed _____

Full Actual Consideration (Line 11 of MyDec/PTAX) \$ _____

Amount of Tax \$ _____

(\$4.00 per \$1,000 of Full Actual Consideration; tax **rounded up** to the next \$5 increment)

Accepted forms of payment: Cash, Cashier's Check, Attorney or Real Estate Agent Check & Electronic Transfer of Funds
Payable to "The City of Lake Forest"

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

Grantor:

(Seller) _____
(Please Print) Name Current Address City State Zip Code

Grantor Signature _____ Date Signed _____

Circle one: Grantor/Seller, Grantor's Attorney or Real Estate Agent

Grantee:

(Buyer) _____
(Please Print) Name **Required - Current Address** **City** **State** **Zip Code**

Grantee Signature _____ Date Signed _____

Circle one: Grantee/Buyer, Grantee's Attorney or Real Estate Agent