



Village of Woodridge

REAL ESTATE TRANSFER TAX REFUND - INSTRUCTIONS

If a seller of a Woodridge home, which was their principal residence, is purchasing another principal residence in Woodridge within 12 months of the original transfer tax purchase date, the seller may be eligible for a refund of the Real Estate Transfer Stamp Tax purchased for the original sale.

Required Documents:

- **Village of Woodridge Transfer Tax Refund Form** – must be completed and signed.
- **From SALE:**
 - Photocopy of the deed for the Woodridge property sold, showing the transfer stamp, as proof of payment for the Real Estate Transfer Tax.
 - If you are unable to furnish, the Village *may* accept a photocopy the official closing statement showing the date of closing.
 - Photocopy of a gas, electric, or cable bill at least 6 months old as proof that the property was the applicant's principal residence.
- **From PURCHASE:**
 - Photocopy of the deed for the Woodridge property purchased, showing the transfer stamp, as proof of payment for the Real Estate Transfer Tax.
 - If you are unable to furnish, the Village *may* accept a photocopy the official closing statement showing the date of closing.

Fee for Refund:

- There is a **\$25 fee** for administering refunds.
 - *Example: Resident sells their Woodridge home in March 2019 and pays \$300 for a Real Estate Transfer Tax Stamp. In October 2019, the same resident purchases another home in Woodridge. This resident, assuming all conditions are met, would get a refund of \$275 (\$300 less \$25 administrative fee).*

Other Requirements:

- Seller did not rent or lease any portion of the previously owned dwelling or unit to another person or persons.
- Further documentation may be required upon review.