



Village
of
Woodridge

REAL ESTATE TRANSFER TAX EXEMPTION - INSTRUCTIONS

A stamp will only be considered EXEMPT if there is no sale or transfer of property of any monetary value greater than \$1,000.

Examples of exempt stamps include, but not limited to: placing the property into a trust, removing or adding owners to the property, result of a merger/acquisition, between an entity and a governmental agency (Sherriff's deeds excluded), etc.

Required Documents:

1. **Village of Woodridge Exempt Transfer Tax Declaration** – must be completed.
2. **Original Deed** – copies will not be accepted for an exempt stamp. Address and PIN number of the property must be on the deed.
3. **Legal Description** – Make sure there is a legal description attached or included in the original deed.

Other Requirements:

- Any parking tickets, outstanding balance on the water account, or other liens must be paid.
- All open permits or outstanding business with the Village must be resolved/closed.
- Further documentation may be required upon review.

Fee for Stamp:

- There is a **\$25 fee** for exempt transfer stamps.
- There will be a late penalty fee of \$100 per month for all transfer stamps not acquired within 30 days after property title is transferred.