



# City of North Chicago

1850 Lewis Avenue  
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[www.northchicago.org](http://www.northchicago.org)

## Real Estate Transfer Tax Information

Title 5, Chapter 4 of the City's Municipal Code requires that all transactions involving the transfer or assignment of real estate located in the City complete and present a declaration and pay the tax, unless exempt as imposed under Code. Before one can close on the sale or transfer of property, both the buyer and seller have certain responsibilities before the Real Estate Transfer Tax stamps can be issued.

Please contact the Comptroller Office at 847-596-8627 for any questions.

Either the buyer or seller can download from the City's website, or pickup at Comptroller's Office the Real Estate Transfer Declaration form. The Declaration form must be presented at the time of purchase of the transfer stamps with original signatures of both the buyer and seller or their agents. Please see the list below of requirements:

Seller: Please note the following is the obligations on the seller.

- A copy of the sale contract with the property address, purchase price, and both parties signatures. Original deed will be required during exempt transactions.
- An internal search for open property liens (recorded and not recorded with Lake County), invoices, and other obligations owed to the City will be conducted by the Comptroller office. The processing time to complete the search is between 3-5 business days. Any open obligations must be paid in cash or cashier checks, credit card, or money prior to the issuance of transfer stamps.
- A building inspection paid and scheduled with the Building Department at least a month in advance. The inspection report must be completed before the final water bill can be processed. If final inspection report only allows for sale of property only and no occupancy, the buyer will need to complete a Buyer's Acknowledge form found on the website. Contact the Building Department at 847-596-8650 to schedule inspection.
- The final water reading can be completed between 1-3 business days before the closing date normally without an appointment. The final water bill and any outstanding amount on the account can be paid by cash, cashier check, money order, or credit card. The processing of the final water bill is the final step before issuance of transfer stamps.

Buyer: Upon completion of the seller obligations, the buyer will present the following document with original signatures to purchase transfer stamps:

- Real Estate Transfer Declaration with original signatures.

The fee due for transfer stamps is equal to \$5.00/1,000 of value, or fraction thereof as stated on the Declaration. If the transaction qualifies as Exempt under the Code, a flat processing fee of \$50 will be due. Payment forms accepted are cash, cashier check, money order, and credit card. Refund will only be made if the sale did not close and the stamps are return in original condition. Refunds will not be issued for lost stamps or stamps attached to the deed.