



**CITY OF CHICAGO  
DEPARTMENT OF REVENUE  
REAL PROPERTY TRANSFER TAX DECLARATION  
FORM - 7551**

Richard M. Daley  
Mayor

**STATUS [    ]**  
For office use only

ACCOUNT NUMBER

Note: this form must be filled out completely for ALL real estate transfers, including transfers for which an exemption is claimed (see Municipal Code 3-33-070). If any information is omitted, this declaration form will be deemed incomplete and you may be assessed penalties and interest. Please use black or blue ink. You must complete all pages of this form.

**Section 1. General Information about Property**

For use by Cook County Recorder of Deeds

Street Number	<span style="border: 1px dashed black; display: inline-block; width: 100px; height: 15px;"></span>	Direction	<span style="border: 1px dashed black; display: inline-block; width: 20px; height: 15px;"></span>	County document #	<span style="border: 1px dashed black; display: inline-block; width: 150px; height: 15px;"></span>
Street Name	<span style="border: 1px dashed black; display: inline-block; width: 300px; height: 15px;"></span>			Date	<span style="border: 1px dashed black; display: inline-block; width: 100px; height: 15px;"></span>
Unit/Apt #	<span style="border: 1px dashed black; display: inline-block; width: 50px; height: 15px;"></span>	Zip Code	<span style="border: 1px dashed black; display: inline-block; width: 100px; height: 15px;"></span>		
PIN	<span style="border: 1px dashed black; display: inline-block; width: 200px; height: 15px;"></span>			PIN	<span style="border: 1px dashed black; display: inline-block; width: 100px; height: 15px;"></span>
PIN	<span style="border: 1px dashed black; display: inline-block; width: 200px; height: 15px;"></span>			PIN	<span style="border: 1px dashed black; display: inline-block; width: 100px; height: 15px;"></span>
PIN	<span style="border: 1px dashed black; display: inline-block; width: 200px; height: 15px;"></span>			PIN	<span style="border: 1px dashed black; display: inline-block; width: 100px; height: 15px;"></span>

- Check here if an exempt transfer.
- Check here if this is an amended declaration.       Check here if supplemental declarations will be filed in the future.
- Original Declaration filed on \_\_\_\_\_
- Check here if this is a supplemental Declaration (Open Transfer).    \_\_\_monthly    \_\_\_annually    \_\_\_other.

**Type of property (check appropriate box below)**

- |  |  |   |
|--|--|---|
| 1. <input type="checkbox"/> Detached single family Residence/Townhome  | 5. <input type="checkbox"/> Mixed use (residential and commercial)<br># of residential ..... <span style="border: 1px dashed black; display: inline-block; width: 30px; height: 15px;"></span> | 7. <input type="checkbox"/> Industrial                            |
| 2. <input type="checkbox"/> Condominium or Co-op   | # of commercial ..... <span style="border: 1px dashed black; display: inline-block; width: 30px; height: 15px;"></span>  | 8. <input type="checkbox"/> Vacant Land                           |
| 3. <input type="checkbox"/> Parking Space  | 6. <input type="checkbox"/> Commercial: Place X in box   | 9. <input type="checkbox"/> Other (you must attach a description) |
| 4. <input type="checkbox"/> Multi-unit residential building/SRO<br># of units .. <span style="border: 1px dashed black; display: inline-block; width: 30px; height: 15px;"></span> | <input type="checkbox"/> Office <input type="checkbox"/> Shopping Center   |   |
|  | <input type="checkbox"/> Retail <input type="checkbox"/> Hotel/Motel   |   |
|  | <input type="checkbox"/> Parking Garage <input type="checkbox"/> Bank  |   |
|  | <input type="checkbox"/> Other   |   |

Buildings with 4 or more residential units **MUST** attach to this form either (i) the original Multiple Dwelling Registration Statement or (ii) original receipt thereof, disclosing the Buyer/Transferee's registration information as required in Section 8 of this form.

**Section 2. Interest Transferred (check appropriate box below)**

- |   |  |  |
|---|--|--|
| 1. <input type="checkbox"/> Fee title                           | 4. <input type="checkbox"/> "Controlling interest" in a "real estate entity" | 7. <input type="checkbox"/> Installment Sale |
| 2. <input type="checkbox"/> Beneficial interest in a land trust | 5. <input type="checkbox"/> Interest in a real estate co-op.                 |  |
| 3. <input type="checkbox"/> "Lessee interest in a ground lease" | 6. <input type="checkbox"/> Other (you must attach a description)            |  |

See Municipal Code 3-33-020 for definitions.





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Section 5. Computation of tax stamps purchased (Transfer price must be included on line 4, even if transfer is exempt; if exempt, do not compute beyond line 4). NOTE: With the exception of line 5, you must round to the nearest whole number for the following amounts.

	A	B	A + B
	BUYER (CITY)	SELLER (CTA)	TOTAL
1. Total amount paid			0.00
2. Fair Market Value of personal property			0.00
3. Fair Market Value of other property (fully describe other property)			0.00
4. Transfer price (note: transfer price includes consideration in any form, determined without any deduction for mortgages). (see Sec 3-33-020(H)). (Subtract line 2 & 3 from line 1)			0.00
5. Divide line 4 by \$500.00 (note: you must round up to the nearest whole number)			
6. Applicable tax stamp rate	\$3.75	\$1.50	
7. Total value of tax stamps purchased (If buyer, multiply line 5 by line 6A; if seller, multiply line 5 by line 6B)			
8. Interest (see Section 3-4-190)			
9. Penalty (see Section 3-4-200 and 3-33-110)			
10. Total tax, penalty and interest due (add line 7, 8, and 9)			

(NOTE: Pursuant to 3-33-030 (F) of the Municipal Code of Chicago: The CTA portion shall be paid by the transferor; provided that if the transferor is exempt from the tax solely by operation of state or federal law, then the incidence of the CTA portion of the tax and obligation to pay the CTA portion of the tax shall be upon the purchaser, grantee, assignee or other transferee.)

Section 6. Title Company Information

Check this box if a title company is not utilized.

Title Company Name

Title Company Representative

Title Company Code # (applicable only if title company resells Chicago tax stamps)

First Name

Last Name

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**Section 7. Attestation of Parties**

**Seller/Transferor Statement**

Under penalty of perjury, I certify that I have examined this return and it is true, correct, and complete.

Name of Seller if individual

Name of Seller if not individual (include trust name and number if trust)

Mailing Address (after sale)

Daytime Phone Number

City

State

Zip

Signature of Seller or Seller's agent (required)

Date

Name of Individual Signing Seller/Transferor Statement (if not the seller)

Title

Mailing Address

Daytime Phone Number

City

State

Zip

Business or Firm Name

**Buyer/Transferee Statement**

Under penalty of perjury, I certify that I have examined this return and it is true, correct, and complete.

Name of Buyer if individual

Name of Buyer if not individual (include trust name and number if trust)

Mailing Address (after sale)

Daytime Phone Number

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City [ ] State [ ] Zip [ ]

Signature of Buyer or Buyer's Agent (required) [ ]

Date [ ]

Name of Individual Signing Buyer/Transferee Statement (if not the buyer) [ ]

Title [ ]

Mailing Address [ ]

Daytime Phone Number [ ]

City [ ] State [ ] Zip [ ]

Business or Firm Name [ ]

**Section 8. Department Certifications**

1. **Building Registration Certificate.** A Multiple Dwelling Registration Statement issued by the Department of Buildings disclosing the Buyer/Transferee's registration information is required for buildings containing either 4 or more family units or sleeping accommodations for 10 or more persons (except if the building is a condominium or a co-op) (Municipal Code 13-10-070). The Registration Statement may be obtained from the Department of Buildings at 120 N. Racine. Check the applicable box:

Registration certificate submitted       Registration requirement is not applicable

2. **Zoning Compliance Certificate.** A certificate of zoning compliance is required for residential property zoned for, or occupied by, buildings having five or fewer units (except if the building is a condominium, a co-op, or a newly constructed dwelling sold to the initial occupant (Municipal Code 3-33-045)). The certificate may be obtained from the Department of Zoning in room 905 of City Hall. Check the applicable box:

Zoning certificate submitted       Zoning certificate is not required

3. **Water Department Certification** (available at 333 South State Street, Room L L10) is required for ALL nonexempt real property transfers.

The Department of Water certifies that all water and sewer charges rendered up to [ ]

are paid in full for property located at [ ]

Account # [ ]      Application # [ ]

Certified by [ ]      Date [ ]

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**Section 9. Preparer Information (only preparer's name is required if other information about preparer is disclosed in Section 7 above.)**

Name of Preparer

Business or Firm Name

Mailing Address

Daytime Phone Number

City

State

Zip Code

Date

**Section 10. Where to File This Form and Purchase Transfer Stamps**

1. If the deed or other instrument of transfer is recorded, then file this form with the Cook County Recorder of Deeds, County Building, 118 North Clark Street, Room 120, Chicago, IL 60602.
2. If the deed or other instrument of transfer is not recorded, then file this form with the Chicago Department of Revenue, 121 North LaSalle Street, Room 107, Chicago, IL 60602.
3. Real Property Transfer Stamps may be purchased at the Chicago Department of Revenue, 121 North LaSalle Street, Room 107, Chicago, IL 60602.
4. For additional information call Customer Service at 312-747-IRIS(4747) and for TTY call 312-742-1974.

Place water validation stamp below line

Effective date: 04/01/2008

**For DOR Use Only**

Postmark Date

Receipt Number