



**VILLAGE OF BURNHAM**

14450 S. Manistee Avenue

Burnham, Illinois 60633

villageofburnham@burnham-il.gov

Phone: 708-862-9150

Fax: 708-862-9155

REVENUE STAMPS TO BE AFFIXED TO DEED

Stamp No. \_\_\_\_\_

Date Issued \_\_\_\_\_

**REAL ESTATE TRANSFER DECLARATION**

Except as to Exempt Transactions, you are prohibited by law from accepting any deed for recordation unless it is accompanied by a declaration containing all of the information requested therein.

THE FOLLOWING INFORMATION IS REQUIRED BY THE REAL ESATE TRANSFER ACT AND IS TO BE FILLED OUT BY THE SELLERS / BUYERS OR THEIR AGENTS

Permanent Real Estate Index No. \_\_\_\_\_ Type of Deed \_\_\_\_\_

Property Address: \_\_\_\_\_  
Street City Zip Code

Property Type: \_\_\_ Single Family \_\_\_ Res 2 Apts \_\_\_ Res 3-4 \_\_\_ Condo/Townhouse \_\_\_ Business \_\_\_ Multi / # Units \_\_\_

Is property \_\_\_ Vacant or Occupied by Owner/Tenant: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Managed by: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

<p><b>CLERKS' OFFICE USE:</b> _____ Date: _____</p> <p>Meter: _____ MXU: _____ In / Pit</p> <p>LR: _____ Type: _____ Date: _____</p> <p>Service: Water ON / OFF _____ Acct Bal: \$ _____</p> <p>PW Cart: _____ SR: _____ DOB: _____</p> <p>Bill to: _____</p> <p>Mailing Address: _____</p> <p>_____</p>	<p>This space for relating any special facts or circumstances Involving this transactions: (Use additional sheet, if needed)</p> <p>_____</p> <p>Purchase amount \$ _____</p> <p>Net taxable consideration to be covered by stamps \$ _____</p> <p>Amount: \$5.00 per \$1,000 or part thereof of taxable consideration \$ _____</p> <p>Total amount due \$ _____</p> <p style="text-align: right;"><b>**NO REFUNDS**</b></p>
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We hereby declare the full actual consideration and above facts contained in this declaration to be true and correct.

Name of Seller: Owner/Agent (*Please Print*) Address City/Sate Zip Code Phone

Name of Buyer: (*Please Print*) Address City/Sate Zip Code Phone

The person executing this document swears and affirms under penalty of perjury that the information is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Owner / Buyer / Seller / Agent  
(*Please Print*) (01/22)

**Village of Burnham**  
**14450 S. Manistee • Burnham, IL 60633**  
**Clerk's Office 708-862-9150**  
**Hours: Monday thru Friday 9:00 am to 5:00 pm**

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**Real Estate Transfer Declaration Form- Requirements**

**All monies owed to the Village must be satisfied prior to the  
Real Estate Transfer Stamp**

Prior to purchasing the Real Estate Transfer stamp, the Utility Bill will need to be current. Call the Clerk's Office to schedule a Final Meter Reading **72 hours prior to closing**. The office will need a contact name and phone number to call when Utility Bill is completed.

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Real Estate Transfer stamp must be purchased in person at Village Hall / Clerk's Office

Bring to the Clerk's Office the completed Real Estate Transfer form with the following:

- Legal description
- Copy of the Closing Statement **or** Signed Contract
- Original or copy of the deed
- Buyers' Name
- Buyers' Address
- Buyers' Phone number

Fee: \$5.00 per \$1,000 or part thereof **\*\* NO REFUNDS ISSUED \*\***

Payments accepted: Cash -Visa -MasterCard or Business check (*no personal checks accepted*)

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**Exempt Deed** -Real Estate Transfer Form is also required and the Utility Bill needs to be current. Call the Clerk's Office to schedule a Final Meter Reading **72 hours prior to executing the deed**. The office will need a contact name and phone number to call when Utility Bill is completed. Call the Clerk's Office for additional information.

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