



REAL ESTATE TRANSFER TAX REFUND FORM

PLEASE NOTE: COPY OF YOUR SETTLEMENT STATEMENT FROM EACH TRANSACTION MUST ACCOMPANY THIS FORM TO OBTAIN YOUR REFUND

APPLICANT(S) _____
Print your name(s) exactly as shown on property title

I certify that I have been and continue to be a resident of Romeoville, IL and that I was or now am the owner-occupant of the two properties listed below, and therefore meet the criteria to qualify for a Real Estate Transfer Tax Refund.

SIGNATURE: _____ **DATE:** _____

SIGNATURE: _____ **DATE:** _____

ADDRESS OF MY/OUR OLD HOUSE _____

NAME(S) ON TITLE _____
PRINT EXACTLY AS SHOWN ON TITLE

DATE SOLD: _____ **SALES PRICE:** _____

ADDRESS OF MY/OUR NEW HOUSE _____

NAME(S) ON TITLE _____
PRINT EXACTLY AS SHOWN ON TITLE

DATE PURCHASED: _____ **SALES PRICE:** _____

AMOUNT OF REAL ESTATE TRANSFER TAX YOU PAID: _____
MUST EQUAL AMOUNT SHOWN ON YOUR SETTLEMENT STATEMENT

FINANCE DEPARTMENT USE ONLY

FIRST ADDRESS
STAMP# _____ AMOUNT OF TAXES RECEIVED: _____ DATE RECEIVED _____

SECOND ADDRESS
STAMP# _____ AMOUNT OF TAXES RECEIVED: _____ DATE RECEIVED _____

RESIDENCY VERIFICATION _____ DATE REFUND ISSUED _____

CHECK NUMBER: _____ INSTANT REFUND* _____

*If the Real Estate Transfer Tax paid on the house you sold has been received by the Village prior to closing on the house you bought you may have had the Real Estate Transfer Tax refunded to you at the time of closing.

NOTE : The Village can not issue your refund until the taxes are paid on the house you sold.

Refund payments will be processed within two weeks of the later of the receipt of the refund application or real estate transfer taxes on the house you sold.

Send completed application, plus copies of both settlement statements to:

Village of Romeoville

ATTN: Finance Department – Real Estate Transfer Tax Refund

1050 West Romeo Road

Fax: (815) 372-4051

Phone: (815) 886-7200

RULES TO QUALIFY FOR REFUND:

1. Romeoville residents only
2. Owner-occupants only
3. Residential property only
4. Sell and buy in Romeoville
5. The sell and buy must occur within 12 months of one another