



REAL ESTATE TRANSFER TAX REFUND FORM

APPLICANT(S): _____

Print your name(s) exactly as shown on the Title

DAYTIME CONTACT PHONE NUMBER: _____

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 _____

OWNER OR TENANT ? _____

NAME(S) ON TITLE/LEASE _____

Print your name (s) exactly as shown on the Title/Lease

DATE SOLD: _____ SALES PRICE: _____

ADDRESS OF MY/OUR NEW HOUSE _____

NAME(S) ON TITLE _____

Print your name (s) exactly as shown on the Title

DATE PURCHASED: _____ SALES PRICE: _____

AMOUNT OF REAL ESTATE TRANSFER TAX YOU PAID: _____

MUST EQUAL AMOUNT SHOWN ON YOUR SETTLEMENT STATEMENT

PLEASE NOTE: A COPY OF YOUR SETTLEMENT STATEMENT FROM EACH TRANSACTION MUST ACCOMPANY THIS FORM TO OBTAIN YOUR REFUND. FOR RENTAL/TENANTS - ADDITIONAL DOCUMENTATION AS NOTED ON THE NEXT PAGE MUST BE PROVIDED.

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* _____

RULES TO QUALIFY FOR REFUND:

1. Romeoville residents only
2. Owner-occupants only
3. Residential property only
4. Sell and Buy in Romeoville or Reside/Rent and Buy in Romeoville
5. The Sell/Rent and Buy must occur within 12 months of one another
6. Proper supporting documentation must be provided with application

RENTAL/TENANT – ADDITIONAL REFUND REQUIREMENTS:

If you did not sell a property in Romeoville, but are qualifying because you rented/resided in Romeoville prior to your new home purchase – you will need to provide at least two of the following documents as residency proof.

1. Driver's License/State I.D.
2. Rental Agreement/Lease
3. Utility Bill/Statement
4. Bank Account Statement
5. Documents must show proof of 6 months of residency

NOTE: Refund payments will be processed within two weeks of the receipt of the refund application, providing all real estate transfer taxes for both properties have been paid and processed by our office.

*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.

Please send completed application, plus copies of both settlement statements to:

Village of Romeoville Finance Department

ATTN: Real Estate Transfer Tax Refund

1050 West Romeo Road

Romeoville, IL 60446

Fax: (815) 372-4051

Phone: (815) 886-7200