

REAL ESTATE TRANSFER EXEMPT STAMP - INSTRUCTIONS

IF THE STAMP IS EXEMPT:

- Complete **the Village of Woodridge Real Estate Transfer Tax – Certificate of Exemption**. There is a \$25 fee for exempt stamps.
- Make sure the **legal description and PIN number** are on the **original deed**. A copy of the deed **is not acceptable** for an Exempt Stamp.
- Verify that the **water account on the property is current**. We cannot issue any transfer stamps unless the water account is current. If it is not current, the water account balance must be paid when stamp is requested.

*****Note** – There will be a penalty fee (\$100 per month) for all transfer stamps not acquired within 30 days after property title is transferred, effective May 1, 2009, as provided for in Section 3-2-5J.