

## **REFUND OF REAL ESTATE TRANSFER TAX - INSTRUCTIONS**

If the seller is buying another residence in Woodridge within 12 months of the original transfer tax purchase date, they may be eligible for a ***Real Estate Transfer Tax Refund***. Complete the Real Estate Transfer Tax Refund Form, and submit with the following documents. A \$25 Administrative Fee will be deducted from the rebate.

### **Documents needed** –

- Village of Woodridge - Real Estate Transfer Tax Refund Form.
- Photocopy of the **closing statement** showing the date of closing for the property sold.
- Copy of the deed for the property sold, showing the transfer stamp, as proof of payment of the Real Estate Transfer Tax.
- Photocopy of the **Owners Title Policy** or **Certificate of Title**.
- Photocopy of a **telephone bill or cable bill** (land line-not cell phone) as proof that the residence was the applicant's principal residence.
- Photocopy of the **closing statement** showing the date of closing for the property purchased. Purchase date must be within one year of closing date for property sold.