



Village of Mettawa

REAL ESTATE TRANSFER TAX

Instructions for Purchasing Stamps

The following items are required in order to purchase Real Estate Transfer Tax Stamps from the Village of Mettawa:

1) Village of Mettawa Real Estate Transfer Tax Declaration	This form must be fully completed and signed by at least one of the grantors (sellers) and one of the grantees (buyers) or their respective agents at the time of purchase of real estate transfer stamps as required by the Mettawa Real Estate Tax Ordinance. In cases involving an intermediary buyer, nominee or “straw man”, one declaration form must be prepared for each deed that is to be recorded. One of these transactions is usually exempt under Section 19.205 of the Ordinance.
2) State of Illinois Real Estate Transfer Tax Declaration (PTax-203)	This form must be fully completed, including two signatures (grantor and grantee or their respective agents).
3) Copy of the Current Commitment for Title Insurance	
4) Copy of New Deed	We require a copy of the fully executed final deed that will be filed with the Office of the Recorder of Deeds. **Tax Exempt application need to have Original forms.
5) Payment All checks must be made payable to the “ Village of Mettawa ”	Payment will be accepted by way of any of the following: 1. Attorney at Law Check; or 2. Certified Check; or 3. Cashier’s Check; or 4. Title Company Check PERSONAL CHECKS WILL NOT BE ACCEPTED

Transfer Stamps Pick-up Location:

Please contact the Village Clerk directly for an appointment to purchase transfer stamps. Mettawa does not have a Village Hall; the Village office is located at **700 East Park in Libertyville** in the LifeStorage Office Suite.

Village Telephone: (847) 573-1460; Fax: 224-218-2242; Email: clerk@mettawa.org

Office Hours: 9:00 a.m. – 12:00 p.m.