

RELATIVE

INFORMATION FOR REAL ESTATE TRANSFER TAX REFUND

To be eligible for a refund the Seller(s) must have

- a. owned and occupied the dwelling on the property as his/her principal residence for at least one year prior to its sale.
- b. not rented or leased any portion of the dwelling.
- c. sold his/her residence to one of the following individuals: his/her child or stepchild, parent or step-parent, grandparent or step-grandparent, brother or step-brother, sister or step-sister, grandchild or step-grandchild.

To meet these requirements, the following documents must be submitted to the Village for the processing of the refund:

- ✓ The Village Affidavit - signed and notarized
- ✓ Signed and dated closing statement
- ✓ Title Policy
- ✓ Proof of residency: phone bill, driver's license
- ✓ Proof of relationship: birth certificate, marriage license

Additionally:

If the title lists the property in a trust, a copy of that Trust must be submitted so as to evidence who the beneficial owners are.

If someone else signs as power of attorney, a copy of the Power of Attorney must be submitted.

If one of the title-holders is deceased, a copy of the death certificate will be required.

Each transaction is unique, therefore other documents may be required by the Village to satisfy that each refund will be made to the individual(s) legally entitled to the refund.

Affiant further states that he or she makes this affidavit for the purpose of inducing the *VILLAGE OF OAK LAWN*, Cook County, Illinois, to refund the real estate transfer tax paid to the *VILLAGE* on the sale of his or her property at _____, unit # _____,
(Address of the Property Sold)

Oak Lawn, Illinois, knowing that the *VILLAGE OF OAK LAWN* relies upon the truth of the statements herein contained.

Dated: _____.

(Signature of Grantor)

(Signature of Grantor)

SUBSCRIBED and SWORN to before me

This ____ day of _____, 20__.

(Notary Public)

Please mail my refund to:

Phone number: _____