



# Village of Carol Stream

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## REAL ESTATE TRANSFER TAX

### APPLICATION FOR REFUND

#### INSTRUCTIONS

1. Please complete the upper portion of this application.
2. Attach a copy of the closing/settlement statements from **BOTH** properties (the property sold as well as the property purchased).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mail or Pick Up? \_\_\_\_\_

Address of property for which tax was paid: \_\_\_\_\_

Was this a rental/leased property?  Yes  No

Current address: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you currently occupy this property?  Yes  No

#### Refund Ordinance

**Refund of Tax: Section 5-10-15** - A grantor, seller, assignor, or transferrer who has paid the tax provided for in this article shall be entitled to a refund of such tax in the event such grantor, seller, assignor, or transferrer satisfies all of the following requirements:

- (A) He/she was the grantor or occupier of a property, including residential, commercial or industrial property within the corporate limits of the Village as to which taxes were paid pursuant to this article.
- (B) He/she did not rent or lease any portion of the previously owned dwelling or real estate to another person or persons and must have resided in the house being sold for a period of one year within the last three years prior to sale.
- (C) He/she has purchased and occupies at the date of the application for refund another property within the Village as a replacement for the property sold.
- (D) He/she makes the application for refund not later than one year after the tax payment has been made and provides adequate evidence of the fulfillment of each requirement of a refund.

#### Administrative Use Only

Transfer tax was paid for both properties:  Yes  No

Stamp number (Sold): \_\_\_\_\_ Date issued: \_\_\_\_\_

Stamp number (Purchased): \_\_\_\_\_ Date issued: \_\_\_\_\_

Is water billing account set up for current address?  Yes  No

Charge refunds to account #11000000.41208

**Refund is approved in the amount of: \$** \_\_\_\_\_

\_\_\_\_\_  
Accountant/Date Finance Director/Date

Refund Date: \_\_\_\_\_ Check Number: \_\_\_\_\_