

EXEMPT & TRANSFER STAMP PROCEDURE

FOR A MORE EFFICIENT TRANSFER TRANSACTION:

- 1. Check with the Code Enforcement Department for inspection or any monies due.**
- 2. Check with the Water Department for final water readings or any monies due.**
- 3. Bring in a clear Certificate of Compliance and completed Village of Maywood Transfer Tax Declaration Form.**
- 4. Bring in the Original Deed along with the Illinois Real Estate Declaration Form (P -Tax 203 Form).**
- 5. All Transactions at this point must be paid with Cash, Money Order or Cashier's Check no personal checks.**

Please keep in mind we require a 72 hour wait on Transfer Stamp Procedures.