

TRANSFER STAMP PROCEDURES DECLARATION OR EXEMPT TRANSACTIONS



To Do

CODE ENFORCEMENT DEPARTMENT

- Pay for inspection -DECLARATION STAMP
- Not required for -EXEMPTION STAMP

AFTER PAYMENT SETUP APPOINTMENT

- This payment entitles you to an initial and one re-inspection, each additional inspection is 50% of the original fee.
- No shows are considered as an inspection.

INSPECTION IS MADE

- IF THERE ARE NO VIOLATIONS** – A certificate of compliance will be issued
- IF VIOLATIONS EXIST** – You will receive a violation notice, In order to receive a certificate of compliance one of the following must occur:
 - SELLING AS IS:** Must retain a contractor to give an itemized proposal for each violation which exist, complete affidavit and escrow form (ORIGINAL), all paperwork must be returned to Code Enforcement for approval.
 - EXEMPT TRANSACTIONS:** Must complete an affidavit which stating that you will become compliant within 45 days.
 - ONCE VIOLATIONS ARE CORRECTED:** You must call for a re-inspection. After which a certificate of compliance will be issued

WATER DEPARTMENT

- Must set appointment for final water read – DECLARATION STAMP
- Payment of account in full required – DECLARATION STAMP
- Water account must be current – EXEMPTION STAMP

FINANCE DEPARTMENT

TO RECEIVE STAMPS YOU MUST BRING THE FOLLOWING PAPERWORK FILLED OUT IN ITS ENTIRETY

- Village of Maywood Declaration/Exemption form (3 PART FORM)
- State of Illinois/Cook County real estate transfer declaration forms (PTAX 203)
- Original Deed
- Transfer stamp calculated at \$4.00 per \$1,000 of selling price