



Bolingbrook

a place to grow

Mary S. Alexander-Basta
Mayor

Martha M. Barton
Village Clerk

Michael T. Lawler
Deputy Mayor
&
Village Trustee

Village Trustees
Michael J. Carpanzano
Troy J. Doris
Jean M. Kelly
Bhavini K. Patel
Jose Quintero

Village Attorney
Odelson ·
Murphey · Frazier ·
McGrath, LTD.



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BOLINGBROOK TRANSFER STAMPS

You will need the following documents to purchase Bolingbrook Transfer Stamps (*Please Note: There is a 24–48-hour turnaround time and is only good for five (5) business days*):

- Original Executed Deed.
- PTAX-203 Illinois Real Estate Transfer Declaration (copy).
- Clearance letter showing any outstanding debts to the Village of Bolingbrook, *please submit the Clearance Letter [here](#).*
- Village of Bolingbrook Residential Transfer Information and Disclosure form signed by the seller and buyer only. *Please download the form [here](#). If someone signs on behalf of the Seller/Buyer, a POA (Power of Attorney) is required. Information to complete the form can be obtained from Village of Bolingbrook Zoning Office at (630)226-8460.*
- Payment for stamps at \$7.50 per \$1,000.00 or fraction rounded to the next highest \$500.00 of purchase price of the property. Liability is equally split between the buyer and the seller. Cash, credit cards, checks, and money orders are acceptable.

EXEMPT STAMPS

- Original Executed Deed, with the proper state statute exemption statement verbiage on the deed. *Please Note: Property Owner(s) must be present when presenting Deed (except for Warranty Deed or Transferring to Trust).*
- Clearance letter showing any outstanding debts to the Village of Bolingbrook.
- Village of Bolingbrook certificate of Exemption.
- Processing fee of \$50.00. Cash, credit cards, checks, and money orders are acceptable.

