

Applying for a Real Estate Tax Exempt Stamp

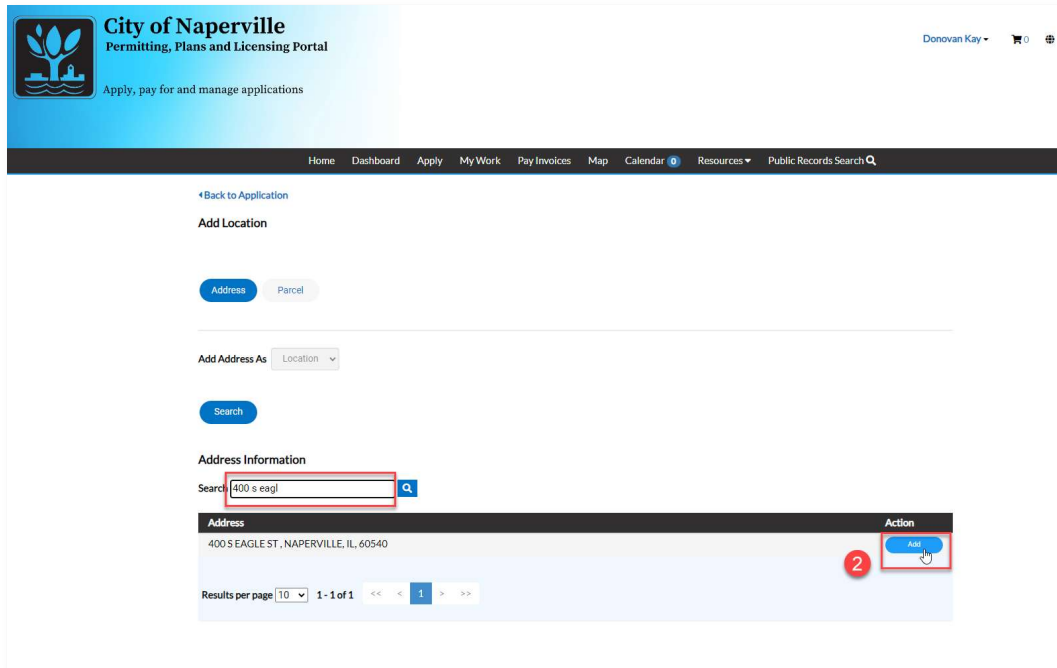
This document will guide a user through the process of applying for a Real Estate Tax Stamp via Civic Access. To apply for stamp, a user must be signed in to their Civic Access account. If you do not have an account, [click here for more information on how to create your account](#).

Location

1 After logging into your Civic Access account, click the 'Add Location' tile to select the Naperville address the stamp will be applied to.

The screenshot shows the 'City of Naperville Permitting, Plans and Licensing Portal' interface. The user is logged in as 'Donovan Kay'. The main heading is 'Apply for Permit - Real Estate Tax Stamp Application' with a 'REQUIRED' label. A progress bar shows six steps: 1. Locations, 2. Type, 3. Contacts, 4. More info, 5. Attachments, and 6. Review and Submit. The 'Locations' step is currently active and highlighted with a red box and a red '1' in a circle. Below the progress bar, the text reads: 'A valid location is required in order to proceed. If no address results return, please contact us before proceeding.' Underneath, there are sections for 'ADDRESS SEARCH' and 'PARCEL SEARCH' with instructions. At the bottom of the 'Locations' section, there is a blue button labeled 'Add Location' with a white plus sign and the word 'REQUIRED' below it. At the very bottom of the page, there are three buttons: 'Create Template', 'Save Draft', and 'Next'.

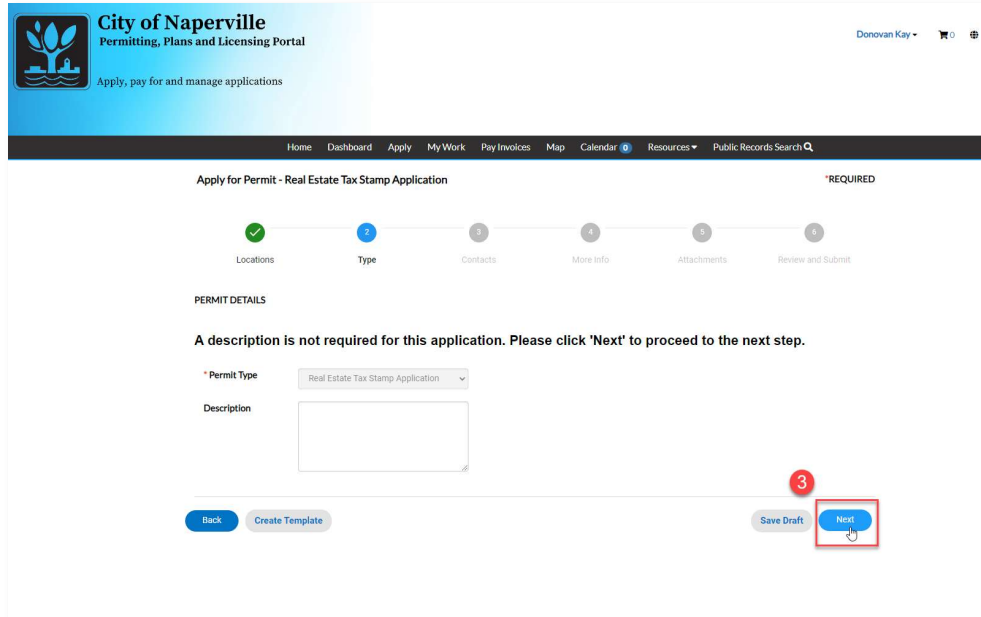
2 Use the search bar to find the address. The search bar will only return results that match a location within incorporated Naperville city limits. If you can't find your address, please contact us and we can assist you with your application.



Verify the address is correct, then click **Next**.

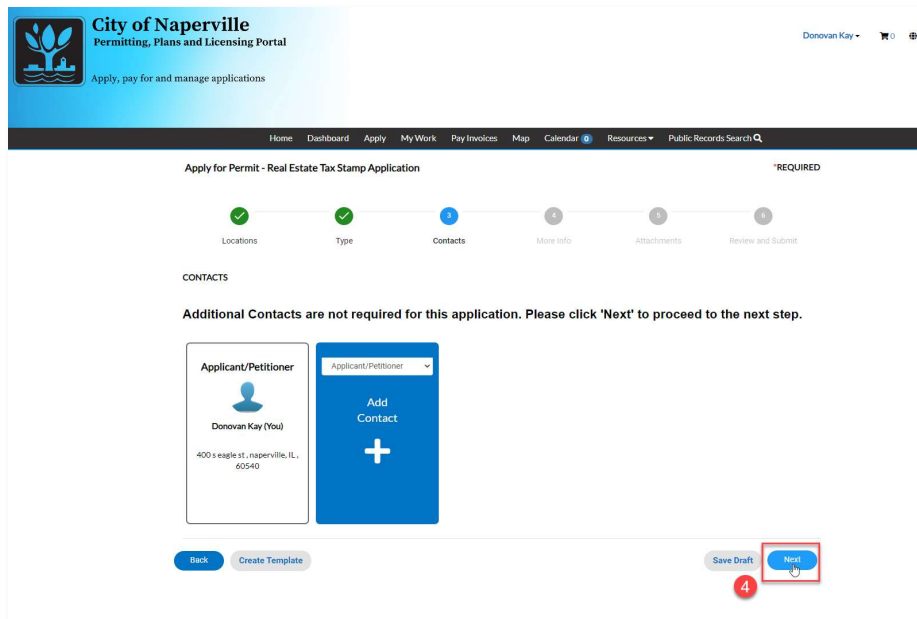
Type

3 A description is not required for this application. Please click **Next** to proceed to the 'Contacts' section.



Contacts


4 Additional contacts are not required for this application. Please click **Next** to proceed to the 'Contacts' section.



More Info

5 Complete the 'More Info' section by providing the exemption type, property use type, county of the property, and a brief explanation for the exemption. Copy the grantor and grantee information from the deed into their respective fields on the page. **Record them as they are written on the deed.**

Click **Next** to proceed to the 'Attachments' section.



City of Naperville
Permitting, Plans and Licensing Portal
Apply, pay for and manage applications

Donovan Kay

Home Dashboard Apply My Work Pay Invoices Map Calendar Resources Public Records Search

Apply for Permit - Real Estate EXEMPT Tax Stamp Application *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

Please review the transfer types below before completing your tax stamp exempt application.

Exempt Transfers Types

- A. Deeds to property acquired by any governmental body or from any governmental body or deeds to property between governmental bodies, or by or from any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious or educational purposes.
- B. Deeds which secure debt or other obligation.
- C. Deeds, which, without additional consideration, confirm, correct, modify, or supplement a deed previously recorded.
- D. Deeds where the actual consideration is less than \$100.
- E. Tax deeds.
- F. Deeds of release of property which is security for a debt or other obligation.
- G. Deeds of partition.
- H. Deeds made pursuant to mergers, consolidations or transfers or sales of substantially all of the assets of corporations pursuant to plans of reorganization.
- I. Deeds made by a subsidiary corporation to its parent corporation for no consideration other than the cancellation or surrender of the subsidiary's stock.
- J. Deeds wherein there is an actual exchange of real estate except that the money difference or money's worth paid from one to the other shall not be exempt from the tax.
- K. Deeds representing transfers subject to the imposition of a documentary stamp tax imposed by the government of the United States, except that such deeds shall not be exempt from filing the declaration.
- L. Deeds issued to a holder of a mortgage as defined in Section 15-1207 of the Illinois Mortgage Foreclosure Law, 735 ILCS 5/15-1101, et seq. pursuant to a mortgage foreclosure proceeding or to a transfer in lieu of foreclosure.

Property Information [Next Section](#) | [Top](#) | [Main Menu](#)

*Exemption Type

*Property Use Type

*County

*Explanation of Exemption

Grantor Information [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Please enter the Grantor or Grantors in the field below as they are recorded on the deed.

*Grantor

Grantee Information [Previous Section](#) | [Top](#) | [Main Menu](#)

Please enter the Grantee or Grantees in the field below as they are recorded on the deed.

*Grantee

5

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Attachments

6 There are certain required documents needed to complete your application. Information is included at the top of the page to help you determine what files to provide. Once you have added all the necessary files, please click **Next**.

City of Naperville
Permitting, Plans and Licensing Portal
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Apply for Permit - Real Estate EXEMPT Tax Stamp Application

Locations Type Contacts More Info **Attachments** Signature Review and Submit

Attachments

All real estate transfer tax applications (exempt and non-exempt) require a clear Statement of Open Accounts (SOA). This MUST be requested online. The request for open accounts must be received at least 7 business days prior to closing.

For tax exempt applications, please complete and submit the following forms:

- Completed Statement of Open Accounts.
- Copy of the notarized deed to be recorded with the county.

Deed
Add Attachment
Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .tif
REQUIRED

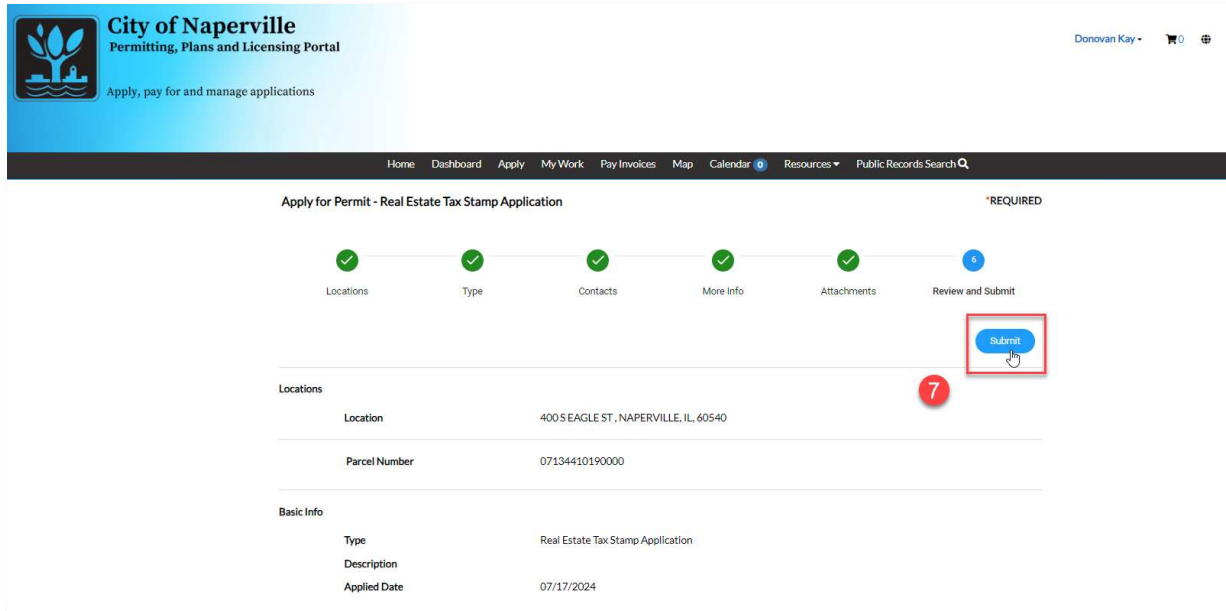
Statement of Open Accounts
Add Attachment
Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .tif
REQUIRED

Select Type
Add Attachment
Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .tif

Back Create Template Save Draft **Next**

Review and Submit

7 Review your application to verify that the address, contact information, and waste cart selection is correct. Once complete, click **Submit**.



Congratulations! You have completed your application. Please allow for up to 2 business days for your application to be reviewed and fees assessed, if needed.