

Applying for a Real Estate Tax Stamp

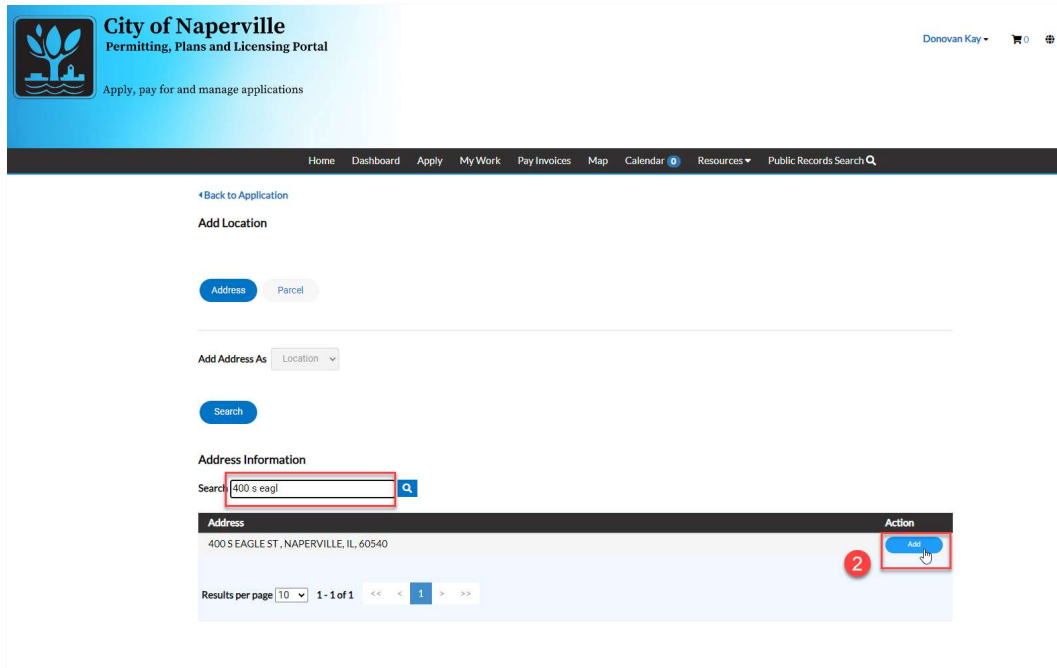
This document will guide a user through the process of applying for a Real Estate Tax Stamp via Civic Access. To apply for stamp, a user must be signed in to their Civic Access account. If you do not have an account, [click here for more information on how to create your account](#).

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 navigation bar includes 'Home', 'Dashboard', 'Apply', 'My Work', 'Pay Invoices', 'Map', 'Calendar', 'Resources', and 'Public Records Search'. The current page is titled 'Apply for Permit - Real Estate Tax Stamp Application' and is marked as 'REQUIRED'. A progress bar at the top 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. 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. A red box highlights a blue 'Add Location' button with a white plus sign and the word 'REQUIRED' below it. At the bottom of the page, there are buttons for 'Create Template', 'Save Draft', and 'Next'.

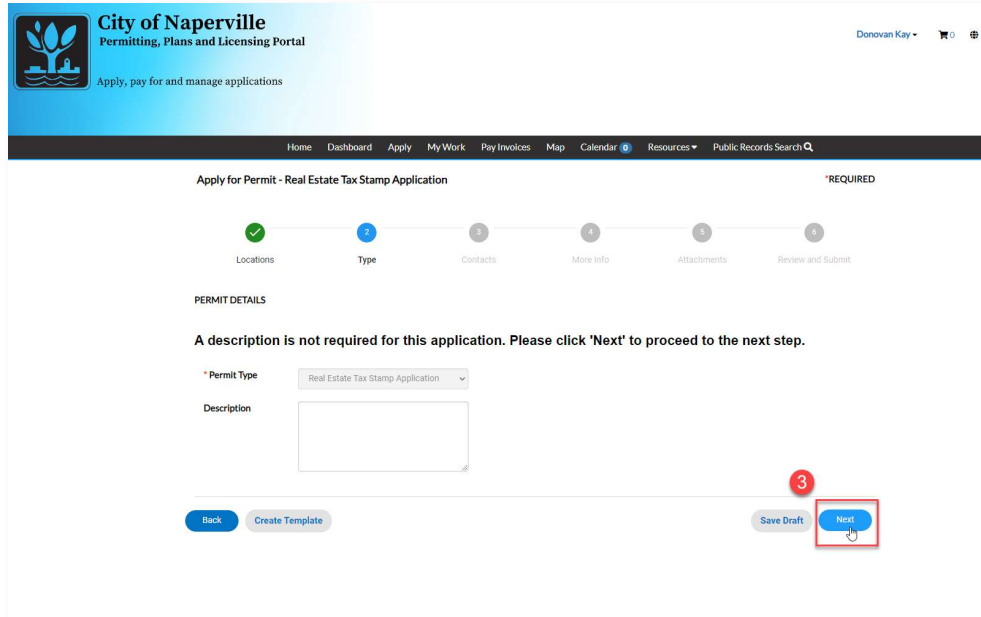
2 Use the search bar to find the address. The search bar will only return results that match a location within incorporated Naperville city limits. If you can't find your address, please contact us and we can assist you with your application.



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

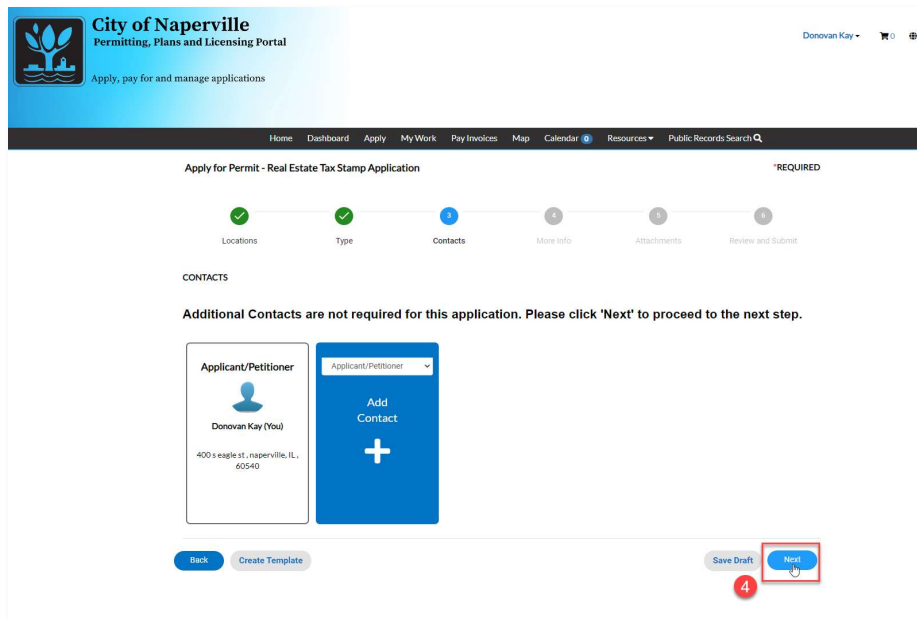
Type

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 purchase price of the transaction, property use type, and county of the property. Copy the buyer and seller 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

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

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

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

MORE INFO

Transfer Tax Stamp for Real Estate Purchases

- A Transfer Tax Stamp is required for:
 - A property sale from owner to buyer
 - An ownership transfer from Sheriff's Deed to new owner.
- The cost is \$1.50 per \$500 of purchase price, rounding the purchase price up in increments of \$500 (i.e. \$150,000 purchase price would be calculated $\$150,000 / 500 * 1.5 = \450.00).

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

*Purchase Price

*Property Use Type

*County

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

Please enter the Seller or Sellers in the field below as they are recorded on the deed.

*Seller

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

Please enter the Buyer or Buyers in the field below as they are recorded on the deed.

*Buyer

[Back](#) [Create Template](#) [Save Draft](#) [Next](#) **5**

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
Apply, pay for and manage applications

Home Dashboard Apply My Work Pay Invoices Map Calendar 1 Resources Public Records Search Q

Apply for Permit - Real Estate Tax Stamp Application *REQUIRED

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

Attachments

All real estate transfer tax applications require a completed 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 all applications that require a tax stamp, please complete and submit the following forms:

- Documentation of Sales Price:
 - Sales Contract
 - PTAX(MyDec)
 - Sheriff's Receipt
- Completed Statement of Open Accounts
- Copy of the deed to be recorded with the county

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

Documentation of Sales Price
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**.

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 Tax Stamp Application ***REQUIRED**

Locations Type Contacts More Info Attachments Review and Submit

7 Submit

Locations

Location	400 S EAGLE ST, NAPERVILLE, IL, 60540
Parcel Number	07134410190000

Basic Info

Type	Real Estate Tax Stamp Application
Description	
Applied Date	07/17/2024

Contacts

Applicant/Petitioner	Donovan Kay 400 s eagle st, naperville, IL, 60540
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More Info

Purchase Information

Purchase Price	0	Next Section Top Main Menu
Is this property transfer tax exempt?	Yes	

Exemption Election

Exemption Type	D	Previous Section Top Main Menu
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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.