

INSTRUCTIONS FOR CITY OF PEORIA REAL ESTATE TRANSFER TAX

Ordinance # 11,912, "Tax upon the Transfer of Real Estate within the City" was passed on February 21, 1989.

The Tax Rate is **\$2.50 for each \$1,000.00** of value or fraction thereof stated on the Real Estate Transfer Declaration.

1. **Deed** required: The City Treasurer's Office must stamp a notarized deed before the Recorder of Deeds (at the Peoria County Courthouse) will record the deed.
2. **City of Peoria Transfer Tax Declaration** Form must be completed and signed by the owner, agent or attorney. If tax is due, the signature should be on the front of the form to verify the amount to be paid. If deed is exempt from the transfer tax, the signature should be on the back of the form to verify the reason for exemption. The reason for exemption must be marked.
3. **City of Peoria Zoning Certificate Exemption** Form must be completed and signed. If money is transferred and the property is commercial or multi-family, then a current (within the past year) Zoning Certificate for Transfer of Property is required. Zoning Certificates are applied for at the City's Planning & Growth Management department located in the Twin Towers: 456 Fulton, Suite 402, Peoria, Illinois 61602, phone (309) 494-8600.
4. If the transfer is **exempt** from transfer tax, both completed city forms, the deed and a copy of the deed must be submitted to the Treasurer's Office for the City's validation stamp. The stamped deed will be returned for recording with the Recorder of Deeds.
5. If a transfer **tax is due**, both city forms must be completed and submitted with a copy of the first page of the Illinois Department of Revenue Transfer Declaration form (P Tax form, available at the Recorder of Deeds). The stamped deed will be returned for recording with the Recorder of Deeds.

Mailing Address
City Treasurer
City Hall, 419 Fulton, Room 100
Peoria, IL 61602

Questions can be answered by calling (309) 494-8545. If a stamped envelope is provided with the County's requirements, we will forward the documents to the Recorder of Deeds at the Peoria County Courthouse, Room G04, Peoria, IL, 61602

City Transfer Forms can be accessed from the internet: <http://www.ci.peoria.il.us/city-treasurer-forms>