

**VILLAGE OF WOODRIDGE**  
**REAL ESTATE TRANSFER TAX - DECLARATION**

**ALL ITEMS MUST BE COMPLETED PRIOR TO DISTRIBUTION OF STAMP. DATE:** \_\_\_\_\_

**ADDRESS OF PROPERTY:** \_\_\_\_\_

**CONDOMINIUM COMPLEX NAME (IF APPLIES):** \_\_\_\_\_

**PIN NUMBER:** \_\_\_\_\_ **LEGAL DESCRIPTION OF PROPERTY:** Attach Documentation

**TYPE OF TRANSFER:** (Describe Type of Deed, Assignment of Beneficial Interest or Other Type of Transfer).

**FULL ACTUAL CONSIDERATION FOR TRANSFER (EXACT SALE AMOUNT):** \$ \_\_\_\_\_

**CONSIDERATION TO BE COVERED BY STAMPS** (sale amount rounded UP to the nearest \$1,000) \$ \_\_\_\_\_

**AMOUNT OF TAX (\$2.50 PER EVERY \$1,000 OR PART OF TAXABLE CONSIDERATION):** \$ \_\_\_\_\_

**WE HEREBY DECLARE THE FULL ACTUAL CONSIDERATION AND FACTS CONTAINED IN THIS DECLARATION TO BE TRUE AND CORRECT.**

**SELLER**

Last Name                      First                      Street Address                      City                      State                      Zip

**SIGNATURE:** \_\_\_\_\_  
*SELLER or AGENT*

**BUYER(S) ALL NAMES MUST BE LISTED**

Last Name                      First                      Prior Street Address                      City                      State                      Zip

Last Name                      First                      Prior Street Address                      City                      State                      Zip

**IF NAME OF SELLER OR BUYER IS A TRUST, PLEASE INDICATE THE BENEFICIARY(IES) AND/OR PARTY(IES) HAVING THE POWER OF DIRECTION:**

**PLEASE ATTACH:**

- (1) The Original signed Deed, Assignment or Other Instrument of Conveyance or Transfer involved in this transaction
- (2) A Copy of the Real Estate Transfer Declaration Filed, or to be Filed, Pursuant to the Provisions of Section 3 of the Real Estate Transfer Act of the State of Illinois. The Sales Contract is also acceptable.

**PLEASE NOTE:**

- (1) Pursuant to the Village Code of the Village of Woodridge, NO STAMPS will be issued until all debts due and owing the Village with respect to the property have been paid. Final water bill must be paid in full or a deposit toward the final bill will need to be collected in an amount of \$100.00 or equal to the highest bill over the past six (6) billing cycles for the property.
- (2) There will be a late penalty fee (\$100 per month) for all transfer stamps not acquired within 30 days after property title is transferred, effective May 1, 2009, as provided in Section 3-2-5J.
- (3) **AN INSIDE FINAL METER READING** is to be scheduled before revenue stamps are issued.

<p><b>VILLAGE OF WOODRIDGE</b></p> <p>Five Plaza Drive  Woodridge IL 60517  <a href="http://www.vil.woodridge.il.us">http://www.vil.woodridge.il.us</a>  630-852-7000 Fax 630-719-2900</p>	<p><b>FOR OFFICE USE ONLY</b></p> <p>Water Account Number: _____</p> <p>Amount Due: \$ _____</p>
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**HAND CARRIED STAMP – Date** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Transfer Stamp, whether affixed to Deed or Hand Carried, is considered LEGAL TENDER. If the Stamp is lost, it must be repurchased.**



# Village of Woodridge

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COMMUNITY DEVELOPMENT DEPARTMENT - FIVE PLAZA DRIVE - WOODRIDGE, IL 60517-4199  
PHONE (630) 719-4750 - FAX (630) 719-2900

In response to an increase in foreclosures and corresponding rental unit increase within the community, the Village has expanded the residential rental program. The expansion gives the Village the opportunity to make sure rental units within Woodridge are being maintained in a safe and secure manner. Owners of **three** or more multi-family units in Woodridge that do not already have a license must file by October 1, 2012. The single family rental and single multi-family unit program will not take full effect until January 1, 2013.

So what does this mean for property owners and managers of Woodridge's multi-family and single family rental units?

## MULTI-FAMILY LICENSE (THREE UNITS OR MORE)

- All multi-family rental unit owners will now be required to obtain a rental license if they own **three** or more rental units anywhere in the Village. Previously the Village's rental ordinance required a license if three units in any one building are owned by the same group.
- A minimum of one unit or 20% of all dwellings units owned (whichever is greater) will be inspected each year.
- If there is a rental unit in any multi-family building, a license will be required for the common area. If managing agents or owners belong to an association, the association will be required to obtain a license. Each year, 20% of all rental units will be inspected by a representative of the Village.

## SINGLE FAMILY RENTAL / SINGLE MULTI-FAMILY UNIT OWNER

- Any owner or managing agent of **two or less** multi-family rental units or **one or more** single family rental units within the Village of Woodridge will not be required to obtain a rental license unless there are three or more property violations within a calendar year. Compliance will be required within one month following notification from the village.
- All owners and managing agents of any single dwelling or single family rental unit will be required to register and provide their legal full name, street address, and home and work telephone number to the Community Development department for each and every person who owns or operates any property in the village. Post office boxes will not be allowed.

## CRIME FREE HOUSING SEMINAR

- Any owner or managing agent of a multi-family rental unit or single family rental unit within the Village of Woodridge and all persons administering, managing, or controlling the operation of any rental dwelling unit must attend a four (4) hour Crime-Free Multi-family Housing Seminar, administered by the Woodridge Police Department by July 27, 2014.

## CRIME FREE LEASE ADDENDUM

- Any managing agent or owner entering into leases regarding any rental unit may utilize a crime-free lease addendum in substantially the form that is on file with the Community Development department, or have a clause in the lease similar to the crime-free lease addendum.

Questions? Contact Allen Fennell, Community Development Department at (630) 719-4750.

# DRAFT

## CRIME FREE ADDENDUM TO LEASE AGREEMENT

No community is free of crime. However, in an effort to detect criminal activity at the community, this Crime Free addendum is a necessary and crucial element of the lease. Resident hereby agrees to live crime free and insure that Resident's guests and invitees live crime free, on and off the property.

Resident understands that crime can and does occur in every segment of life, as well as in every apartment community and neighborhood, regardless of the location. No property can or should be considered totally safe and free from crime regardless of the measures taken to the contrary. Hence, Landlord/Manager does not, and cannot, in any way warrant or guarantee Resident, Resident's occupants, Resident's guests, or Resident's invitee's safety or security at, on, near or off the community property. Resident understands that the safety of Resident and Resident's household is Resident's responsibility and not the responsibility of the community, or Landlord/manager's staff.

Therefore as part of the consideration for the execution or renewal of a lease, Resident agrees as follows:

1. Resident, Resident's occupants, and Resident's and occupant's guests and invitees shall not engage in any criminal activity, on or off the leased premises.

2. Resident, Resident's occupants, and Resident's and occupant's guests and invitees shall not engage in any act that is intended to or actually facilitates any criminal activity, on or off of the leased premises and common ground.

3. Resident, Resident's occupants, and Resident's and occupant's guests and invitees shall not permit the dwelling unit, leased premises or common ground to be used for any criminal activity.

4. Resident, Resident's occupants, and Resident's and occupant's guests and invitees shall not engage in any act of violence or threat of violence, including, but not limited to, the unlawful display or discharge of a firearm, a racial slur, a hate crime, or any property damage on or off of the leased premises.

5. Resident, Resident's occupants, and Resident's and occupant's guests and invitees agree and understand that management cooperates with law enforcement agencies by allowing management to release any information contained in management's file regarding Resident and Resident's occupants to any law enforcement agency upon request. Resident agrees that landlord/manager may use any police generated report as direct evidence without objection in any court action, including but not limited to eviction.

6. VIOLATION OF THE ABOVE PROVISIONS IS A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions of this addendum shall be deemed a serious, material and irreparable violation and noncompliance of the lease, regardless of whether or not Resident has any knowledge of the violation by an occupant, guest or invitee and regardless of whether on or off the property. It is understood and agreed that a single violation shall be good cause for immediate termination of the lease. Proof of the violation shall not require criminal conviction, but shall require only a preponderance of the evidence.

7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern. This Lease Addendum is incorporated into the lease or renewal thereof, executed or renewed at any time between Landlord/Manager and Resident/Lessee.

Property Name and Address: \_\_\_\_\_

Resident Signature-- Lessee

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Resident Signature-- Lessee

\_\_\_\_\_

Date

\_\_\_\_\_

Date

Landlord/Manager -- Lessor

\_\_\_\_\_

Date