



Administrative Recording Requirements

State of Illinois

Marital State: Yes
Trust State: No
Mortgage State: No

Recording Structure: 102 counties / Recorder

Required Documents:

Real Estate Transfer Declaration or Exemption (Form PTAX-203)

<https://www.revenue.state.il.us/app/rtdi/>

Certification of Compliance or Certification of Exemption for State of Illinois Anti-Predatory Lending

<http://www.ilapld.com>

NOTE: Exemptions require the following verbiage to be typed in the document. It must be signed and dated by the grantor/grantee or prepared:

"Exempt under provisions of Paragraph E, Section 31-45 Property Tax Code _____" (exemption code must be added)

Required Statement:

"This document prepared by" name and address - must be listed on first page

"Mail Tax Statement to:" name and address - must be listed on first page

Formatting of Documents:

Format specified by statute / penalty for non-compliance

Minimum 20 lb white paper

No continuous form or bound pages (no staples, etc)

First page: 3" x 5" top right hand corner blank for recording information / all other margins 1/2" Return-to name and address in left hand 3 1/2" top margin

Other pages: All margins 1/2"

Non-essential notations may be listed in the margins

Type written or computer generated

Legible size print

Black ink (signatures and dates may be in other dark color as long as they are dark enough to reproduce)

Legible for photo duplication

No fax copies accepted

Do not attach pages in any way (no staples or clips)

Do not highlight or use corrective liquid (or tape) on any pages

Legal Description:

Required for all documents and must include parcel number and street address

Other Requirements:

All signatures require a printed name underneath

Grantee name and address required

Tax Parcel number must be listed on all documents

Notary certification with seal or scrawl required

Names and addresses for all involved parties must be listed on the first page of the document

Re-records require reason listed at top of document

When applicable, Estoppels Affidavit must be filed as a separate document

Death certificates require Deceased Joint Tenancy Affidavit to be filed prior to any documents being recorded **Many counties have varying other requirements see attached list**

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: Same day - 2 months

Illinois County Specifics

Cook County Requires Grantor/Grantee Affidavit
Requires Cook County Transfer Tax Declaration in addition to state Real Estate Transfer Declaration Form
All forms available on **Cook County Register of Deeds Website:**
<http://www.ccrd.info/CCRD/controller;jsessionid=54E92BB753BF888ECC40D971B0E5FDF2.CCRDAPSRV1>

Some cities require tax stamp to be issued prior to recording of deeds. Verify with township before recording any deeds.

City of Chicago Real Property Transfer Tax Declaration

http://egov.cityofchicago.org/webportal/COCWebPortal/COC_ATTACH/RPPTFillable42508_1.pdf

CTA Portion of Real Estate Property Tax Refund Application

http://egov.cityofchicago.org/webportal/COCWebPortal/COC_EDITORIAL/RefundApplicationfortheCTAPortionoftheRPPT.pdf

[f](#) City of Chicago Heights Real Estate Transfer Stamp Application Form

City of Des Plaines Transfer Stamp Guidelines and Real Estate Transfer Declaration

<http://www.desplaines.org/ReferenceDesk/FormsandPermits/RealEstateTransferForm.pdf>

City of Eglin Real Estate Transfer Declaration

<http://www.cityofeglin.org/documentview.aspx?DID=9>

Village of Hillside Real Estate Transfer Declaration <http://hillside->

[il.org/downloads/forms/realestatetransferdeclarationform.pdf](http://hillside-il.org/downloads/forms/realestatetransferdeclarationform.pdf) Certificate of Exemption

<http://www.hillside-il.org/downloads/forms/exemptionsheet.pdf>

Village of Melrose Park Exempt Transaction Affidavit

Village of Morton Grove **Transfer Tax Declaration form**

<http://www.mortongroveil.org/assets/forms/AF2ABA3A11DF4E31BB5688CFC5C16BA9.pdf>

DeKalb County DeKalb County Clerk & Recorder Website

http://www.dekalbcounty.org/CoClerk/co_clerk.html Requires

Plat Act Affidavit

<http://www.dekalbcounty.org/CoClerk/plat-act.pdf>

City of Sycamore Transfer Tax due for properties in this municipality

Transfer Tax Application Form Certificate of

Exemption

<http://www.cityofsycamore.com/FORMS%205-27.htm>

Dupage County Some cities require tax stamp to be issued prior to recording of deeds. Verify with township before recording any deeds. City of West Chicago Requires **Change of Occupancy Inspection** Requires **Deed Certification Form**

<http://www.westchicago.org/documents/DeedCertificationForm-final.pdf>

<http://westchicago.org/Departments/CommDev/SellingYourHome.html>

Village of Glendale

Heights Real Estate Transfer Stamp Declaration/Exemption

<http://www.glendaleheights.org/AdminServices/RealEstateTransDeclarationForm.pdf>

Kane County Requires Plat Act Affidavit

<http://www.kanecountyrecorder.net/forms.aspx>

Knox County requires Form PTAX-203

No county tax

Lake County Lake County Website forms

<http://www.lakecountyil.gov/Recorder/Publications/Forms.htm>

City of Highwood Ft. Sheridan Subdivision Transfer Fee Declaration

http://www.cityofhighwood.com/docs/TOWN_OF_FORT_SHERIDAN_SUBDIVISION_TRANSFER_FEE_DECLARATION.pdf

City of Lake Forest Real Estate Transfer Tax Application Form

http://www.cityoflakeforest.com/pdf/cg/rett_app.pdf **Lake and Stephenson**

Counties

City of Freeport Property Transfer Tax Calculation Form

<http://www.ci.freeport.il.us/forms/prpty%20tx%20trnsfer%20form%202008.pdf> **Lee County** Requires

Plat Act Affidavit

Madison County Requires Plat Act Affidavit

<http://www.co.madison.il.us/MapsPlats/PDF/PlatActAffidavit.pdf>

Macoupin County Requires Plat Act Affidavit

McHenry County	Requires Plat Act Affidavit No notary stamp or seal requires, signature and expiration deed is required http://www.co.mchenry.il.us/departments/Recorder/PDFDocs/Recorder%20PDF%20Plat%20Act%20Aff%2002-09.pdf
Peoria County	In the city of Peoria, deeds must go to the Town Clerk first. City form needed
Ogle County	Requires Plat Act Affidavit
Randolf County	Requires PTAX-203
Sangamon County	Requires PTAX-203 and Plat Act Affidavit http://www.sangamoncountyrecorder.com/forms/forms/PlatActAffidavit.pdf
Shelby County	Requires Plat Act Affidavit
Tazewell County	Requires PTAX-203
Vermillion County	No labels on documents are accepted
Will County	Some cities require tax stamp to be issued prior to recording of deeds. Verify with township before recording any deeds.
Village of Romeoville	Romeoville Website for Reference http://www.romeoville.org/Finance/realestate_transfertax.aspx Village of Romeoville Sample Clearance Letter http://www.romeoville.org/Finance/PDF/Real-Estate-Transfer-Tax-Clearance-Letter-Sample.pdf Village of Romeoville Certificate of Exemption http://www.romeoville.org/Finance/PDF/Real-Estate-Transfer-Tax-Exemption-Certificate.pdf Village of Romeoville Real Estate Transfer Tax Refund Form http://www.romeoville.org/Finance/PDF/Real-Estate-Transfer-Tax-Refund-Form.pdf
Williamson County	Requires 10 point font are larger
Winnebago County	Requires Affidavit of Exception to Plat Act for all exempt deeds No blue ink except for signatures