

COOK COUNTY RECORDER OF DEEDS

CITY OF CHICAGO CONVEYANCE
INSTRUMENT SUPPLEMENT GUIDE

CCRD SPECIAL NOTICE:

This form is presented as a complimentary template and guide of possible documents necessary to record a conveyance for exempt real property in the City of Chicago. This information is **NOT** legal advice, and should you have additional questions about your individual document, please consult a private attorney. Thank you!

↑
3" in Height
↓

CCRD SPECIAL NOTICE:

← 5" in Width → (Upper right hand corner blank space 3x5)

WHEN SUBMITTING A CONVEYANCE INSTRUMENT (DEED OR ASSIGNMENT OF BENEFICIAL INTEREST) FOR A PROPERTY IN CHICAGO, ILLINOIS, REMEMBER THE FOLLOWING "POSSIBLE" ADDITIONAL FORMS.

- GRANTOR/GRANTEE AFFIDAVIT:** STATEMENT BY GRANTOR & GRANTEE (As required by §55 ILCS 5/3-5020. Available for download via: cookrecorder.com/forms/ (may use own form).

- STATE OF ILLINOIS TRANSFER TAX DECLARATION:** Real Estate Property Transfer Tax declaration required by §35 ILCS 200/Property Tax Code. Visit: mytax.illinois.gov/mydec/ 844.445.1114 (Help Desk)

- COOK COUNTY TRANSFER TAX DECLARATION:** Real Estate Property Transfer Tax declaration as required by §35 ILCS 200/Property Tax Code. Visit: mytax.illinois.gov/mydec/ 844.445.1114 (Help Desk)

- CITY OF CHICAGO TRANSFER TAX DECLARATION:** Real Estate Property Transfer Tax declaration as required by CoC Dept. of Finance. Visit: mytax.illinois.gov/mydec/ 844.445.1114 (MyTax Help Desk)

- FULL PAYMENT CERTIFICATE:** City of Chicago Water Department Certificate which is valid for 30 days from issuance. Contact Chicago Dept. of Water Management at: (312) 744-4420

- CITY OF CHICAGO MUNICIPAL TRANSFER TAX STICKER:** Sometimes referred to as a \$0 stamp Available from Chicago's Dept. of Finance located in Rm 107 of City Hall, 312.747.4747 (Help Desk)

- ALL OTHER SUPPORTING DOCUMENTATION:** If and when applicable, any other documents necessary in addition to conveyance instrument/deed submitted. If unsure please consult with an attorney.

AND AS AN ADDITIONAL REMINDER, PLEASE REMEMBER ALL DOCUMENTS SUBMITTED FOR RECORDING MUST CONFORM TO STATE LAW (§55 ILCS 5/3-5018), OR, MAY INCUR A RECORDING FEE PENALTY.

WHEN SUBMITTING A CONVEYANCE INSTRUMENT FOR RECORDING, THE COST IS CALCULATED AS FOLLOWS:

BASE FEE	+	GIS FEE	+	DOC STORAGE	+	RENTAL HSNG	+	REAL PROP	=	DOC COST
\$20		\$15		\$5		\$9		\$1		\$50
55 ILCS 5/4-12002		32-1 & 2-214 (CNTY)		32-1 & 2-213 (CNTY)		55 ILCS 5/4-12002		55 ILCS 5/4-12002		FIRST 2 PAGES add'l pgs \$2 each thereafter

This FORM is
Compliments of:



KAREN A. YARBROUGH
CEDRIC GILES
CHIEF DEPUTY RECORDER

COOK COUNTY RECORDER OF DEEDS

GRANTOR/GRANTEE AFFIDAVIT: STATEMENT BY GRANTOR AND GRANTEE

AS REQUIRED BY §55 ILCS 5/3-5020 (from Ch. 34, par. 3-5020)

GRANTOR SECTION

The **GRANTOR** or her/his agent, affirms that, to the best of her/his knowledge, the name of the **GRANTEE** shown on the deed or assignment of beneficial interest (**ABI**) in a land trust is either a natural person, an Illinois corporation or foreign corporation authorized to do business or acquire and hold title to real estate in Illinois, a partnership authorized to do business or acquire and hold title to real estate in Illinois, or another entity recognized as a person and authorized to do business or acquire and hold title to real estate under the laws of the State of Illinois.

DATED: _____, 20____

SIGNATURE: _____

GRANTOR or AGENT

GRANTOR NOTARY SECTION: The below section is to be completed by the NOTARY who witnesses the GRANTOR signature.

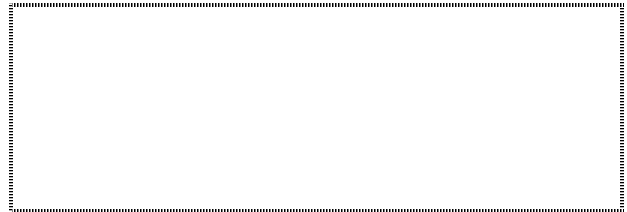
Subscribed and sworn to before me, Name of Notary Public: _____

By the said (Name of Grantor): _____

On this date of: _____, 20____

NOTARY SIGNATURE: _____

AFFIX NOTARY STAMP BELOW



GRANTEE SECTION

The **GRANTEE** or her/his agent affirms and verifies that the name of the **GRANTEE** shown on the deed or assignment of beneficial interest (ABI) in a land trust is either a natural person, an Illinois corporation or foreign corporation authorized to do business or acquire and hold title to real estate in Illinois, a partnership authorized to do business or acquire and hold title to real estate in Illinois or other entity recognized as a person and authorized to do business or acquire and hold title to real estate under the laws of the State of Illinois.

DATED: _____, 20____

SIGNATURE: _____

GRANTEE or AGENT

GRANTEE NOTARY SECTION: The below section is to be completed by the NOTARY who witnesses the GRANTEE signature.

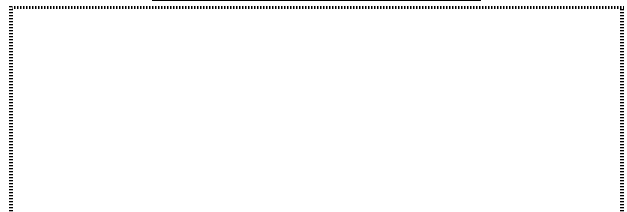
Subscribed and sworn to before me, Name of Notary Public: _____

By the said (Name of Grantee): _____

On this date of: _____, 20____

NOTARY SIGNATURE: _____

AFFIX NOTARY STAMP BELOW



CRIMINAL LIABILITY NOTICE

Pursuant to Section **55 ILCS 5/3-5020(b)(2)**, Any person who knowingly submits a false statement concerning the identity of a **GRANTEE** shall be guilty of a **CLASS C MISDEMEANOR** for the **FIRST OFFENSE**, and of a **CLASS A MISDEMEANOR**, for subsequent offenses.

(Attach to **DEED** or **ABI** to be recorded in Cook County, Illinois if exempt under provisions of the **Illinois Real Estate Transfer Act: (35 ILCS 200/Art. 31)**



KAREN A. YARBROUGH | COOK COUNTY RECORDER OF DEEDS

CEDRIC GILES
CHIEF DEPUTY RECORDER

TRANSFER TAX DECLARATION HELP FORM

SPECIAL NOTICE REGARDING THIS HELP FORM:

REAL ESTATE TRANSFER TAXES ARE LEVIED BY THE RESPECTIVE CITY, COUNTY AND STATE WHERE THE PROPERTY IS LOCATED, **NOT THE COOK COUNTY RECORDER OF DEEDS OFFICE**. HOWEVER, BECAUSE THE PAYMENT OF THEM IS AN INTEGRAL STEP TO THE RECORDING PROCESS, OUR OFFICE HAS PREPARED THIS HELP GUIDE TO ASSIST WITH COMPLETING THAT PROCESS.

TRANSFER TAX DECLARATION AGENCY INFORMATION:

CHICAGO - DEPT. OF FINANCE

121 N. LASALLE STREET, ROOM 700
CHICAGO, ILLINOIS 60602
312.747.4747
<http://www.cityofchicago.org/finance>

COOK COUNTY - DEPT. OF REVENUE

118 N. CLARK STREET, ROOM 1160
CHICAGO, ILLINOIS 60602
312.603.3723
www.cookcountyil.gov/deptofrevenue

ILLINOIS - DEPT. OF REVENUE

100 W. RANDOLPH ST., CONCOURSE
CHICAGO, ILLINOIS 60601
800.732.8866
<https://mytax.illinois.gov/MyDec/>

ONE WEBSITE FOR ALL THREE DECLARATIONS

EFFECTIVE JANUARY 1, 2016, TAX COLLECTORS AND TAXPAYERS MUST FILE THEIR TAX DECLARATIONS ELECTRONICALLY VIA THE BELOW FAST, EASY, CONVENIENT & FREE METHOD!

STEP ONE:

LOGON TO <https://mytax.illinois.gov/MyDec/>

STEP TWO:

Sign up for an account by clicking sign up now and registering as an account administrator.

STEP THREE:

After registering your account (which will include receiving an email confirmation from the State of Illinois) you may then login and begin all of your tax declarations which are to be completed online, and once completed, printed out and attached to the document.

SPECIAL REMINDER: CCROD EMPLOYEES MAY NOT PROVIDE ASSISTANCE WITH THE COMPLETION OF TRANSFER TAX DECLARATIONS. IF YOU HAVE ANY ADDITIONAL QUESTIONS PLEASE CONTACT THE APPLICABLE AGENCY, AND FOR NON-CHICAGO TRANSFERS SEE THE CITY OR VILLAGE.

