

ERECORDING OF DEEDS - PROCESS – Cook County

In summary, the process works like this:

- The Title Company/User creates their PTAX/Declarations in MyDec, ensuring all information is accurate. (NOTE: See the attached E-Recording Checklist for information needing confirmation).

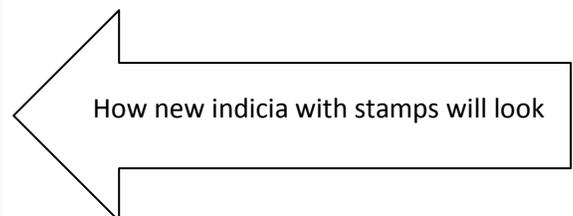
For My Dec support: Call 1-844-445-1114.

- The Title Company/User then transmits the unique Declaration ID number with their submission through their submitter; please make sure your submitter/vendor is configured with eRX to transmit this information. (**IMPORTANT:** attaching a scanned copy of the MyDec or PTAX and sending it with the document image is no longer needed. Going forward, any exhibits that are received with a document image will be recorded and you will be charged as a page. Refunds or re-recordings will not be processed for mistakes such as this.)

For e-recording support, please work with your vendor/submitter

- CCRD staff uses that Declaration ID to access the PTAX forms for that document; verifies the PTAX is correct; verifies that all basic and usual recording requirements are met for the document (**NOTE:** See the attached E-Recording Checklist for information needing confirmation); and then accepts both the deed and the declarations.
- Upon acceptance, CCRD will electronically affix the transfer stamp information in the 3” x 5” space reserved for our use, as shown in the image below, making stickers or adhesive stamps unnecessary. (**NOTE:** This is a relatively new statutory amendment: State of Illinois 35 ILCS 200/31-15 - Collection of Tax Cook County Sec. 74-101.)

For support on individual documents or rejections, contact Deputy Recorder John Mirkovic at (312) 603-5065 or the office referenced in the Reason for Rejection.



- The system will then return the recordings to you as usual.

GUIDELINES

Before we can accept deeds electronically from your company, we need you to understand and agree to the following guidelines:

- To e-record deeds with Cook County, your company must be a user of MyDec and have an agreement with a County-approved e-recording “submitter.”
- Additionally, you must be pre-cleared by the City of Chicago and Cook County so that you can authorize stamps before they are purchased. ACH transfers are required by the end of the day for all stamps used in that recording day. For more information on this process, visit <http://tax.illinois.gov/LocalGovernment/PropertyTax> - *If you have further questions about this item, call: 1-844-445-1114 or Rev.MyDecAdmin@illinois.gov*
- You understand that delayed or non-payment of stamp revenue to CCRD may result in suspension of e-recording access. This is generally handled by your submitter.
- You understand that because legal descriptions are required in PTAX forms, and that because the MyDec configuration does not allow image attachments, you may not simply put SEE ATTACHED in the legal description box in MyDec. The full legal must be entered as text (or copy/pasted from an existing legal description file) in that MyDec field so it can be sent to CCRD. If we don't see the legal in text form, the declaration, deed, and the entire payload will be rejected. Please also note that scanning a MyDec confirmation printout and sending with your document will result in that page being recorded and charged as a page.
- You must fulfil all municipal requirements such as municipal stamps and obtaining water certifications prior to submission. Our e-recording system is not configured for you to send copies of non-recorded certifications, so it is important that you affix any local stamps to your deed before scanning, as we will treat the presence of these stamps as evidence that municipal requirements were met. If a municipality only provides non-recordable certification pages (no stamp or sticker), then it is your responsibility to ensure local requirements were met before submitting. Anything sent as part of the image file of the document will be publicly recorded and charged as a page.
- Your e-recording submitter must have their software configured to allow you to send us the Declaration ID with each document.
- You agree to fix any issue that caused the rejection before resubmitting documents that were rejected. If the document is not fit for e-recording, you must record the original over the counter.
- You also agree that if a document is erroneously accepted when it should have been rejected, that this should not be considered a policy change.
- You understand that these guidelines may change or be modified, and if so, CCRD will notify you in writing.

PLEASE PRINT CLEARLY

I, (name/title) _____, on behalf of (company name) _____, acknowledge receipt of e-recording guidelines dated August 14, 2015, and that our company has all the necessary accounts and agreements executed, and that we will make our best effort to educate our employees on, and comply with, the policies and procedures contained therein.

(Name of Company You Use to Submit E-Recordings:) _____

(Signature) _____ (Date) _____

(Phone) _____ (Email) _____

Mail to: Cook County Recorder of Deeds, c/o Deputy Recorder/Communications, 118 N. Clark St, Room 230, Chicago IL 60602
or email a scanned version to John.Mirkovic@cookcountyil.gov

CCRD E- Recording Checklist

Please confirm that all the following tasks have been completed prior to each submission. For a more detailed list of recording requirements and e-recording requirements in Cook County, visit CookRecorder.com/faqs

Disclaimer: *In addition to the tasks listed below, submitters are also obligated to follow any additional recording requirements that are not explicitly listed here.*

- The name and address of the person who prepared the instrument should be listed on the document.
- Purchase My Dec revenue stamps prior to submitting document to the E-recording system (State, County) (City of Chicago & other municipalities if applicable)
- Does the conveyance meet municipalities' requirements for recording transfer tax or transfer tax exemptions?
- Exempt transfer language (if applicable) on conveyance. **Example: “Exempt under Real Estate Transfer Law Tax 35 ILCS 200/31-45 sub par _____ and Cook County Ord. 93-O-27 par _____ Signature _____ Date _____”.**
- Complete Legal Description typed (or copy/pasted) in the legal field on the MyDec as it appears on the instrument.
- Information from the MyDec (Name, Property Address, PIN Number, Legal Description) must match the information on the instrument.
- Property Related to “**Cook County**” only.
- Notary Seal and Signature should be visible on the instrument.
- Grantor Signatures on deed.
- Statement of Grantor / Grantee Affidavit (if applicable).
- No unnecessary pages sent with document image.
- Instrument states “tax bill mailing info” & grantees name and address according to “765 ILCS 5/9 & 10”.
- Document is clearly scanned as TIFF only, is legible, and all text at least 10-point font.