

**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

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

**CCRD SPECIAL NOTICE:**

**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/](http://cookrecorder.com/forms/) (may use own form).

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- 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/](http://mytax.illinois.gov/mydec/) 844.445.1114 (Help Desk)

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- 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/](http://mytax.illinois.gov/mydec/) 844.445.1114 (Help Desk)

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

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- 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

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- 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)

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- ALL OTHER SUPPORTING DOCUMENTATION:** If and when applicable, any other documents 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:**

<b>BASE FEE</b>	<b>GIS FEE</b>	<b>DOC STORAGE</b>	<b>RENTAL HSNG</b>	<b>REAL PROP</b>	<b>DOC COST</b>
<b>\$20</b>	<b>\$15</b>	<b>\$5</b>	<b>\$9</b>	<b>\$1</b>	<b>\$50</b>
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
					addl' pgs \$2 each thereafter

This FORM is  
Compliments of:



**EDWARD M. MOODY**  
JAMES GLEFFE  
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)**)

rev. on 10.17.2016



# EDWARD M. MOODY

COOK COUNTY RECORDER OF DEEDS

JAMES GLEFFE  
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](http://www.cookcountyil.gov/deptofrevenue)

#### ILLINOIS - DEPT. OF REVENUE

100 W. RANDOLPH ST., CONCOURSE

CHICAGO, ILLINOIS 60601

800.732.8866

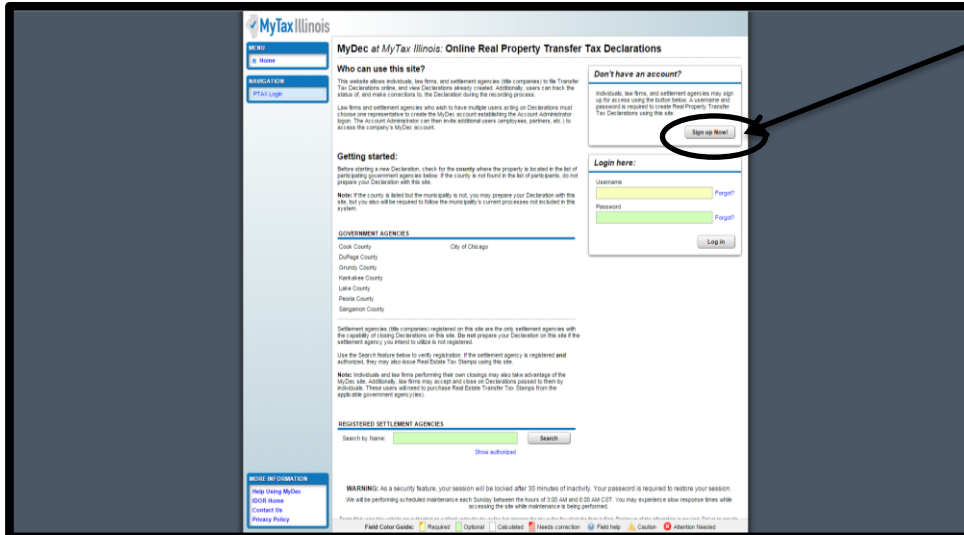
<https://mytax.illinois.gov/MyDec/>

### 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!

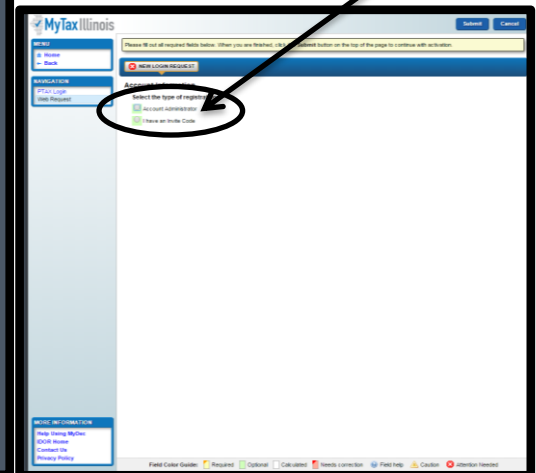
#### STEP ONE:

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



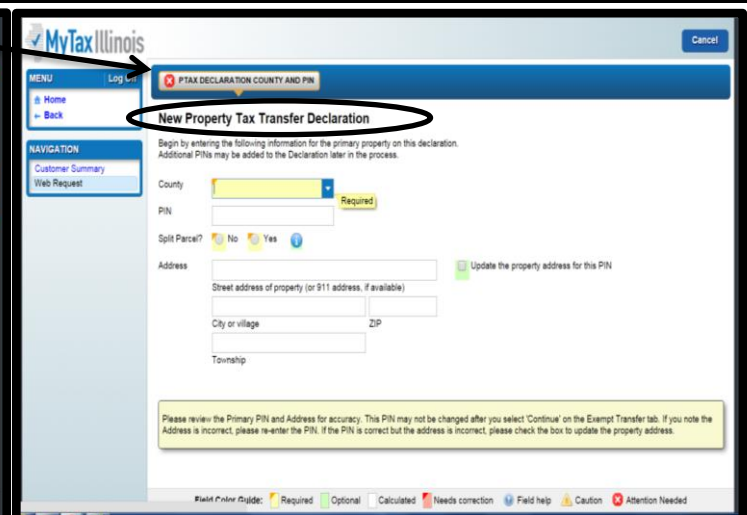
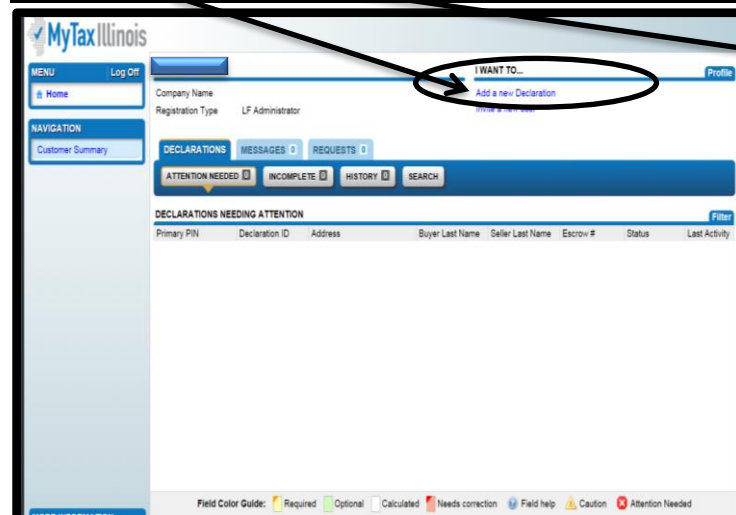
#### STEP TWO:

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.



**EDWARD M. MOODY** | COOK COUNTY RECORDER OF DEEDS

JAMES GLEFFE

CHIEF DEPUTY RECORDER

# CUSTOMER COURTESY NOTICE

## WATER & SEWER CHARGE FULL PAYMENT CERTIFICATES

Effective, January 1, 2012, the City of Chicago Municipal Code was amended to include the following section:

**§ 11-12-530 Certification of Payment:** Unless otherwise provided by law or rule, a full payment certificate is required in all transfers of real property whether such transfers are subject to or exempt from the real property tax pursuant to Chapter 3-33 of this Code. In order to obtain a full payment certificate, an application with a fee of \$50.00 shall be made to the comptroller. Provided, however, if the property is exempt from the real property transfer tax, the full payment certificate application fee shall not be charged. If a full payment certificate was required and such certificate was not obtained when the real property was transferred, both the transferor and the transferee will be jointly and severally liable for any outstanding water or sewer charges and penalties that have accrued to the water account.

### DUE TO § 11-12-530 Certification of Payment, ALL TRANSFERS OF PROPERTY IN CHICAGO REQUIRE A FULL PAYMENT CERTIFICATE (FPC) IRRESPECTIVE OF WHETHER IT IS EXEMPT FROM TRANSFER TAXES.

Included are property transfers that had previously been exempt from Full Payment Certificates because they did not require City of Chicago Real Property Transfer Tax Stamps, such as quit claim and government agency transactions, although they will still exempt from the \$50 FPC charge. Evidence that a Full Payment Certificate was obtained and proof of payment must be provided purchasing Real Property Transfer Tax Stamps (including zero stamps) and when recording the deed with the Cook County of Deeds, which should appear substantially in the following form/format:

<b>FULL PAYMENT CERTIFICATE</b> City of Chicago Department of Finance 333 South State Street, Suite 330 Monday-Friday 8:30 AM - 4:30 PM fpc@cityofchicago.org		CERTIFICATE #: BOOK _____ Page _____	DATE: _____ _____ / _____ / _____	A.K.A. MC#(s) _____
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APPLICATIONS ARE REQUIRED FOR ALL TRANSFERS OF PROPERTY. SEPARATE APPLICATIONS ARE REQUIRED FOR EACH PROPERTY TO BE TRANSFERRED. FPC Fee is \$50 per application. The FPC fee is waived if the subject property is exempt from the City of Chicago Real Property Transfer Tax. Application # \_\_\_\_\_ OF \_\_\_\_\_ (QTY)

1. **PREMISES INFORMATION**  
PREMISES ADDRESS(ES): \_\_\_\_\_  
PROPERTY INDEX # (S): \_\_\_\_\_  
ADDITIONAL INFORMATION: \_\_\_\_\_  
Association Billed Condo/Townhouse/Coop, Tax Exempt: E

2. **BUYER/GRANTEE INFORMATION**  
NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_  
BUYER REQUESTS FUTURE BILL BE MAILED TO:  
NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

3. **SELLER/GRANTOR INFORMATION**  
NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

4. **APPLICANT INFORMATION**  
COMPANY NAME: \_\_\_\_\_ NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**ACKNOWLEDGMENT** - Applicant, as named above, requests that the City of Chicago update its billing records to reflect the transfer or pending transfer of the above premises that is the subject of this application. If new service charges accrue to the account prior to transfer of ownership of the subject property, the Department of Finance reserves the right to recalculate the balance owed. Under penalties provided by law pursuant to Section 1-109 of the Code of Civil Procedure, Applicant certifies that the statements set forth in this document are true and correct. Applicant acknowledges that persons who make material false statements may be fined not less than \$500, nor more than \$1,000, plus three times the City's damages, litigation costs, collection costs, and attorney's fees pursuant to Section 1-21-010 of the Municipal Code of Chicago. Applicant acknowledges that if he, she or it acquired the above listed premises pursuant to a judicial foreclosure, any full payment certificate issued pursuant to this application will reflect a zero balance as of the execution date shown on the judicial deed, not as of the date of this application. Initial here if property acquired pursuant to judicial deed.

OFFICE USE ONLY	Water Acct# _____	Water Charge \$ _____	FPC CHARGE \$ _____
	Water Acct# _____	Water Charge \$ _____	FPC CHARGE \$ _____
	Water Acct# _____	Water Charge \$ _____	FPC CHARGE \$ _____
	Based Upon <input type="checkbox"/> FINAL METER READING TAKEN	<input type="checkbox"/> NON-METERED	

1. CLOSING BASED UPON A FINAL METER READING MUST OCCUR WITHIN 60 DAYS OF EITHER: (A) THE FINAL READING DATE, OR (B) THE AUTHORIZATION DATE, WHICHEVER IS EARLIER  
2. CLOSING BASED UPON A NON-METERED TERM MUST OCCUR WITHIN 60 DAYS OF THE AUTHORIZATION DATE  
3. ATTORNEYS ARE RESPONSIBLE FOR PRORATING FROM THE DATE ABOVE TO THE DATE OF CLOSING. CHARGES THAT ACCRUE AFTER THIS DATE WILL BE TRANSFERRED TO THE BUYER.  
CERTIFICATION AUTHORIZED BY: \_\_\_\_\_ AUTHORIZATION DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ FPC COMPLETION DATE DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Updated Full Payment Certificate applications reflecting this change are available at 333 S. State St., Suite 330, City Hall Room www.cityofchicago.org under the Department of Revenue Water Division. Applications must be completed in their entirety, including reliable local contact information for individuals who have access to the property and any required accompanying documentation, such as legal description and plat of survey. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!**

**For further information on FULL PAYMENT CERTIFICATES please contact:**

**WATER DIVISION - 312.744.4426 and/or 333 S. State St., Suite 3330, M - F 8:30am to 4:30pm**

**For further information on REAL PROPERTY TRANSFER TAX, please contact:**

**TAX DIVISION - 312.747.4747 and/or 333 S. State St., Suite LL30, M - F 8:00am to 4:30pm**