

State of Illinois Administrative Recording Requirements:

Marital State: No

Trust State: Yes

Mortgage State: Yes

BASIC REQUIREMENTS:

Paper:

- 8 ½" by 11" (Maximum accepted)

Non-standard fee:

- Accepted - \$ (varies by county) (legal size paper)

Margins:

- First page: 3" by 5" Top-Right corner; 1 ½" other sides
- Other pages: 1 ½"
- Use cover sheet when necessary

Print:

- Black ink
- 10 point font minimum

Preparer Info:

- Name Only required on all instruments (address not required)

Vesting:

- No unique requirements

Marital Status:

- Not required

APN/PID Number:

- Required on all instruments
- Should only appear once (white-out on page 3, if already on page 1)

Witnesses:

- None required

Printed names:

- Required below all signatures

Legal:

- Include state, county, and municipality in 1st paragraph
- Must accompany all instruments

Notary:

- Printed name of notary beneath signature
- Date of Acknowledgement
- Expiration Date of Notary
- Stamp or Seal

FORM REQUIREMENTS:

Deeds/Subordination Agreement:

- Form 7551 – Real Property Transfer Tax Declaration – deeds (City of Chicago only)
- Exemption statement required on all deeds (included in instrument or added to cover page)
- Grantor/Grantee statement form (all deeds and satisfactions)
- APN/PID Number
- Legal description
- Previous recorded information required (Subordination Agreements require complete instrument number: Ex. 2003RO3-3386)
- City stamp (see below for required by municipalities list)

Lost Affidavit:

- Accepted
- Requires legal description and APN number

Death Certificate:

- Affidavit required
- Legal description
- APN/PID Number
- Prepared information

Power of attorney:

- Legal description



COMMON REJECTION REASONS:

- Legal description missing/inadequate
- Real Estate Transfer Declaration incomplete/missing
- Notary acknowledgement incomplete
- Prior recorded information incorrect/not provided

SPECIAL CHARACTERISTICS:

*City Stamp required for the following municipalities: Addison, Alsip, Aurora, Bartlett, Bedford Park, Bellwood, Berkeley, Berwyn (City of), Bolingbrook, Buffalo Grove, Burbank, Burnham, Calumet Park, Calumet (City of), Carol Stream, Channahon, Chicago (City of), Cicero (Town of), Country Club Hills (City of), Countryside, Des Plaines (City of), Dolton, East Hazel Crest, Elgin (City of), Elk Grove, Elmhurst (City of), Elmwood Park, Evanston (City of), Evergreen Park, Franklin Park, Glen Ellyn, Glendale Heights, Glenwood, Hanover Park, Hardwood Heights, Harvey, Highland Park (City of), Hillside, Hoffman Estates, Joliet (City of), Lincolnshire, Maywood, McCook, Morton Grove, Mt. Prospect, Naperville (City of), Niles, Norridge, Oak Lawn, Oak Park, Park Forest, Park Ridge (City of), River Forest, River Grove, Rolling Meadows (City of), Schaumburg, Skokie, Stickney, Stone Park, Streamwood, University Park, Westchester, Wheaton (City of), Wilmette, & Woodridge



This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state. Recording Requirements are subject to change at any time without notice. Always verify requirements and fees with the appropriate recording office.
As of May 5, 2017