

# **QUITCLAIM DEED INFORMATION PACKET**

**This information can be provided to our customers with the  
following statement:**

**THERE MAY BE LEGAL AND/OR TAX IMPLICATIONS  
ONCE THESE FORMS ARE FILED.**

**WE RECOMMEND YOU OBTAIN A LEGAL OPINION  
PRIOR TO TAKING FINAL ACTION**

## **NEW LEGISLATION JANUARY 2007**

**GRANTOR'S SIGNATURE(S) ON DEEDS MUST BE NOTARIZED (765 ILCS 5/35c)**

**GRANTEE'S ADDRESS MUST APPEAR ON THE FACE OF THE DEED (55 ILCS 5/3-5026)**



## SCHEDULE OF RECORDING FEES

Last revised: July 15, 2005

18 N County St – 6<sup>th</sup> Floor  
Waukegan, IL 60085-4358  
Phone: (847) 377-2575  
FAX: (847) 984-5860

**Fees include a \$10.00 charge for Automation Fund, a \$7.00 charge for Geographic Information System (GIS) Fund and a \$10.00 surcharge for the Rental Housing Support Program Act (55 ILCS 5/3-5018)**

**NOTE: The \$10.00 Rental Housing Support Program surcharge does not apply to public utility easements and documents recorded by Federal, State or Local government agencies.**

### STANDARD DOCUMENT (55 ILCS 5/3-5018)

8.5x11 inch separate sheets, black ink, minimum 10 point type, 3x5 inch blank space in upper right corner of 1st page. A page may not have anything affixed to it with tape, glue, etc., however, pages may be stapled together.

Documents up to four pages	\$39.00
Additional pages or riders	\$1.00 each
Additional document reference numbers	\$1.00 per reference

### NON-STANDARD (applies to documents dated after 7/1/95)

Non-standard documents up to four pages	\$51.00
Additional pages	\$2.00 each
Additional document reference numbers	\$1.00 per reference

### ASSIGNMENTS of MORTGAGES, LEASES OR LIENS

Documents up to four pages	\$39.00
Additional pages or riders	\$1.00 each

### BLANKET ASSIGNMENT (more than one)

Documents up to four pages	\$39.00
Additional pages or riders	\$1.00 each
Additional mortgages being assigned	\$7.00 each

### STATE / FEDERAL LIENS & RELEASES (770 ILCS 110/5)

Per document	\$11.00
Additional names or references	\$1.00 each

### ARTICLES OF INCORPORATION & SECRETARY OF STATE FORM FILINGS

Documents up to four pages	\$29.00
Additional pages or riders	\$1.00 each

**Mary Ellen Vanderverter**

Lake County Recorder of Deeds

18 N COUNTY ST – 6<sup>th</sup> FLOOR

WAUKEGAN, IL 60085-4358

(847) 377-2575

fax (847) 984-5860

website: <http://www.lakecountyil.gov/recorder>

QUITCLAIM DEED

Space Above for Recorder's Use

Mail to:

**for return of original  
form after processing**

Name & Address of Taxpayer:

**where the tax bill  
will be sent**

THE GRANTOR(s)

**current owner(s)**

of the City/Village of \_\_\_\_\_

County of \_\_\_\_\_

State of \_\_\_\_\_

for and in consideration of \_\_\_\_\_

**\$10**

Dollars, CONVEY and QUITCLAIM to

THE GRANTEE(s)

**new owner(s)**

(Grantee's address) \_\_\_\_\_

of the City/Village of \_\_\_\_\_

County of \_\_\_\_\_

State of \_\_\_\_\_

in the form of ownership: \_\_\_\_\_

**see ownership definitions**

(Sole Ownership or Joint Tenancy with Right of Survivorship or Tenancy in Common or Tenancy by the Entirety)

all interest in the following described Real Estate situated in the County of Lake, in the State of Illinois, to wit:

(Note: If additional space is required for legal, attach on a separate 8½ x 11 sheet)

Permanent Index Number(s) P.I.N. \_\_\_\_\_

Property Address \_\_\_\_\_

hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois.

(Note: If Grantor is also Grantee, you may want to strike Release and Waiver of Homestead Rights.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature(s) of Grantor(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

STATE OF ILLINOIS }  
                                  } SS  
County of Lake        }

I, the undersigned, a Notary Public in and of said County, in the State aforesaid, DO HEREBY CERTIFY THAT

**this area is to be completed by the notary**

is personally known to me to be the same person whose name(s) is/are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he/she/they signed, sealed and delivered said instrument as his/her/their free and voluntary act, for the purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_, \_\_\_\_\_.

Name & Address of Preparer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**see exemption list**

Affix: State of Illinois / Lake County Transfer Stamp

or

Exempt under 35 ILCS 200/31-45 paragraph \_\_\_\_

Section 4, Real Estate Transfer Act

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Buyer, Seller or Representative

**This copy is provided by the Recorder  
for use in Lake County, Illinois  
(revised June 22, 2011)**

**A legal opinion is recommended prior to  
taking final action with this deed.**

**Changes in ownership may have tax,  
inheritance and other legal ramifications.**

**Mary Ellen Vanderventer**  
Lake County Recorder

## **Definitions for Forms of Ownership**

As a property or homeowner, your deed defines the form of ownership and how the title for the property changes upon the death of an owner. The following definitions are the most common references in a deed:

### **Sole Ownership**

Exclusive ownership. An ownership so complete that no other person has any interest in the property.

### **Joint Tenancy**

An undivided interest in property, taken by two or more joint tenants. The interests must be equal, accruing under the same conveyance, and beginning at the same time. Upon the death of a joint tenant, the interest passes to the surviving joint tenants, rather than to the heirs of the deceased.

### **Tenancy in Common**

An undivided ownership in real estate by two or more persons. The interests need not be equal, and in the event of the death of one of the owners, no right of survivorship in the other owners exists.

### **Tenancy by the Entirety**

A form of ownership by husband and wife whereby each owns the entire property. In the event of death of one, the survivor owns the property without probate.

### **“Right of Survivorship” (NOTE – this is not an ownership type)**

The right of a survivor of a deceased person to the property of said deceased. A distinguishing characteristic of a joint tenancy or tenancy by the entirety relationship.



## Recording Requirements

1. Deeds must be dated, signed & notarized.
2. Parties involved must be named.
3. Grantee's (buyer) address must be listed.
4. Deeds require a complete legal description.
5. Metes & bounds legal descriptions require a Plat Act affidavit.
6. Deeds require the name & address of the Preparer.
7. Deeds require "Mail to" information (name & address) - this is where the recorded document must be returned, after it has been recorded.
8. Taxpayer name & address for tax bills must be listed.
9. All deeds require either a completed Illinois PTAX-203 form or a signed & dated exemption statement.
10. Local municipal transfer tax stamps must be obtained at the local municipality prior to being submitted to the Recorder of Deeds Office.

### Real Estate Transfer Tax is required per 35 ILCS 200

All deeds require either a completed Illinois Real Estate Transfer Tax Declaration PTAX 203 or an exemption statement (a sample is provided to the right) for state & county transfer tax. A list of exempt transfers is listed on the reverse side of this page. If the transaction is exempt, the completed exemption statement must be included on the deed.

Affix: State of Illinois / Lake County Transfer Stamp

or

Exempt under 35 ILCS 200/31-45 paragraph \_\_\_\_

Section 4, Real Estate Transfer Act

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Buyer, Seller or Representative

### Your municipality may require a transfer tax

The following is a list of Lake County municipalities that require a stamp or statement of exemption prior to recording with the county. Please contact the specific municipality for additional information.

<b>Buffalo Grove</b>	<b>(847) 459-2500</b>
<b>Highland Park</b>	<b>(847) 432-0800</b>
<b>Lake Forest</b>	<b>(847) 234-2600</b>
<b>Lincolnshire</b>	<b>(847) 883-8600</b>
<b>Mettawa</b>	<b>(847) 573-1460</b>
<b>North Chicago</b>	<b>(847) 596-8600</b>

Please note that unincorporated properties with post office addresses from these communities are also required to comply by obtaining a letter of exemption from the specific municipality.

## **Exemptions from Transfer Tax**

### **The following transactions are exempt from the transfer tax under 35 ILCS 200/31-45:**

- (a) Deeds representing real estate transfers made before January 1, 1968, but recorded after that date and trust documents executed before January 1, 1986, but recorded after that date.
- (b) Deeds to or trust documents relating to (1) property acquired by any governmental body or from any governmental body, (2) property or interests transferred between governmental bodies, or (3) property acquired by or from any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious or educational purposes. However, deeds or trust documents, other than those in which the Administrator of Veterans' Affairs of the United States is the grantee pursuant to a foreclosure proceeding, shall not be exempt from filing the declaration.
- (c) Deeds or trust documents that secure debt or other obligation.
- (d) Deeds or trust documents that, without additional consideration, confirm, correct, modify, or supplement a deed or trust document previously recorded.
- (e) Deeds or trust documents where the actual consideration is less than \$100.
- (f) Tax deeds.
- (g) Deeds or trust documents that release property that is security for a debt or other obligation.
- (h) Deeds of partition.
- (i) Deeds or trust documents made pursuant to mergers, consolidations or transfers or sales of substantially all of the assets of corporations under plans of reorganization under the Federal Internal Revenue Code or Title 11 of the Federal Bankruptcy Act.
- (j) Deeds or trust documents made by a subsidiary corporation to its parent corporation for no consideration other than the cancellation or surrender of the subsidiary's stock.
- (k) Deeds when there is an actual exchange of real estate and trust documents when there is an actual exchange of beneficial interests, except that that money difference or money's worth paid from one to the other is not exempt from the tax. These deeds or trust documents, however, shall not be exempt from filing the declaration.
- (l) Deeds issued to a holder of a mortgage, as defined in Section 15-103 of the Code of Civil Procedure, pursuant to a mortgage foreclosure proceeding or pursuant to a transfer in lieu of foreclosure.
- (m) A deed or trust document related to the purchase of a principal residence by a participant in the program authorized by the Home Ownership Made Easy Act, except that those deeds and trust documents shall not be exempt from filing the declaration.



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**QUITCLAIM DEED**

Space Above for Recorder's Use

Mail to:

Name & Address of Taxpayer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE GRANTOR(s) \_\_\_\_\_

of the City/Village of \_\_\_\_\_ County of \_\_\_\_\_ State of \_\_\_\_\_

for and in consideration of \_\_\_\_\_ Dollars, CONVEY and QUITCLAIM to

THE GRANTEE(s) \_\_\_\_\_

(Grantee's address) \_\_\_\_\_

of the City/Village of \_\_\_\_\_ County of \_\_\_\_\_ State of \_\_\_\_\_

in the form of ownership: \_\_\_\_\_

(Sole Ownership or Joint Tenancy with Right of Survivorship or Tenancy in Common or Tenancy by the Entirety)

all interest in the following described Real Estate situated in the County of Lake, in the State of Illinois, to wit:

(Note: If additional space is required for legal, attach on a separate 8½ x 11 sheet)

Permanent Index Number(s) P.I.N. \_\_\_\_\_

Property Address \_\_\_\_\_

hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois.

(Note: If Grantor is also Grantee, you may want to strike Release and Waiver of Homestead Rights.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature(s) of Grantor(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

STATE OF ILLINOIS }  
                              } SS  
County of Lake      }

I, the undersigned, a Notary Public in and of said County, in the State aforesaid, DO HEREBY CERTIFY THAT

\_\_\_\_\_ is personally known to me to be the same person whose name(s) is/are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that he/she/they signed, sealed and delivered said instrument as his/her/their free and voluntary act, for the purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_, \_\_\_\_\_.

Name & Address of Preparer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affix: State of Illinois / Lake County Transfer Stamp

or

Exempt under 35 ILCS 200/31-45 paragraph \_\_\_\_

Section 4, Real Estate Transfer Act

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Buyer, Seller or Representative

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