

Lori Gadbois

Kankakee County Recorder



189 East Court Street
Kankakee, IL 60901
Phone: 815-937-2980
Fax: 815-937-3657

www.k3countyrecorder.com

QUIT CLAIM 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*

RECENT LEGISLATION

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)

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QUIT CLAIM DEED

Name and Address of Taxpayer:

Where the tax bill

Will be sent

Space for Recorder's Use Only

Return to:

For return of original

Form after processing

THE GRANTOR(S)

Current Owner(s)

of the City / Village of _____ County of _____ State of _____

for and in consideration of **Money amount** _____ Dollars, CONVEY and QUIT CLAIM 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 Kankakee, in the State of Illinois, to wit:

LEGAL DESCRIPTION

(Note: If additional space is required for legal, attach on a separate 8 1/2 x 11 sheet)

Permanent Index Number(s) P.I.N. _____

Property Address _____

Dated this _____ day of _____, 20_____.

Signature(s) of Grantor(s):

Sign (SEAL)

Sign (SEAL)

Print (SEAL)

Print (SEAL)

STATE OF ILLINOIS, }
County of Kankakee } SS

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 forgoing instrument, appeared before me this day in person, and acknowledge 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 _____, 20_____.

Notary Public

My commission expires _____, 20_____.

(SEAL)

Name and Address of Preparer:

See Exemption List

State of Illinois / Kankakee County Transfer Stamp

Or Exempt under provisions of Paragraph _____
Section 4, Real Estate Transfer Act.

Date: _____

Signature of Buyer, Seller or Representative

Definitions - 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 interest 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, there survivor own the property without probate.

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

The Right of Survivorship 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.

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. If the transaction is exempt, the completed exemption statement must be included on the deed.

**Exempt under provisions of paragraph _____
Section 4, Real Estate Transfer Act**

Date _____

Signature of Buyer, Seller or Representative

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Schedule of Recording Fees

Effective January 1, 2018

189 E Court Street
Kankakee, IL
60901
815-937-2980

Fees include a 7.00 charge for Automation Fund, a \$17.00 charge for Geographic Information System (GIS) Fund and may include 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 State or Local government agencies.

STANDARD DOCUMENT (55 ILCS 5/3-5018)

- 8½" x 11" separate sheets
 - black ink
 - minimum 10 point type
 - 3" x 5" blank space in upper right corner of first page
 - A page may not have anything affixed to it with tape, glue, label, etc., however, pages may be stapled together
 - Up to five references
- \$57.00**

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

- City, village, county and Secretary of State documents exempt from Rental Housing Support Program surcharge
- \$47.00**

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

- Any document failing to meet the requirements listed under STANDARD DOCUMENT
 - Applicable to documents dated after July 1, 1995
 - More than five references, PIN Numbers or legal descriptions
- \$80.00**

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

See Recorder for fees

PLATS (765 ILCS 205/2)

- Must be at least 8½" x 14", but no larger than 30" x 36"

\$77.00

UCC-1, UCC-3 and TERMINATION STATEMENTS

- Uniform commercial code filings per Public Act 89-503

\$47.00

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QUIT CLAIM DEED

Name and Address of Taxpayer:

Return to:



Space for Recorder's Use Only

THE GRANTOR(S) _____

of the City / Village of _____ County of _____ State of _____

for the consideration of _____ Dollars, CONVEY and QUIT CLAIM to

THE GRANTEE(S) _____

(Grantee's address) _____

Of the City / _____ County of _____ State of _____
Village 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 Kankakee, in the State of Illinois, to wit:

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Property Address _____

Dated this _____ day of _____, 20_____ .

Signature(s) of Grantor(s):

Sign (SEAL)

Sign (SEAL)

Print (SEAL)

Print (SEAL)

STATE OF ILLINOIS, }
County of Kankakee } SS

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 forgoing instrument, appeared before me this day in person, and acknowledge 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 _____, 20_____.

Notary Public

(SEAL)

My commission expires _____, 20_____.

Name and Address of Preparer:

State of Illinois / Kankakee County Transfer Stamp
Or Exempt under provisions of Paragraph _____
Section 4, Real Estate Transfer Act.
Date: _____

Signature of Buyer, Seller or Representative