

**COOK COUNTY RECORDER OF DEEDS**

Standardization of Forms Legislation & Supplementary Documents to a Deed Form

**CCRD SPECIAL NOTICE:**

This form is presented as a complimentary template and guide for the verification of legislative compliance with the legislative Recording requirements pursuant to Illinois Law. 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  
↓

**CCRD SPECIAL NOTICE:**

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

**ILLINOIS RECORDING REQUIREMENTS SECTION (SEE §55 ILCS 5/3-5018 FOR MORE DETAILS)**

The border of this document has been measured at the 1/2" "clean margin requirement" (See §55 ILCS 5/3-5018). Failure to comport with the requirements of §55 ILCS 5/3-5018 "MAY" result in the charging of additional fee(s) for non-compliance. Document copy should fall cleanly within this border, without any of it touching the edges.

In addition to the "clean margin requirement" and further pursuant to §55 ILCS 5/3-5018 a County Recorder "SHALL" charge an additional fee, in an amount equal to the fee otherwise provided by law, for recording a document (other than a document filed under the Plat Act (See §765 ILCS 205 et. seq.) that does not conform to the following standards:

- 1.) The document shall consist of one or more individual sheets measuring **8.5 inches by 11 inches**, not permanently bound and not in a continuous form.
- 2.) The document shall be printed in black ink, typewritten or computer generated, in at least **10-point** type. (Example: this sentence is prepared in computer-generated Microsoft Word 2010 in Arial Unicode MS **10-point** type & size.)
- 3.) The document shall be on white paper of not less than **20-pound weight** and shall have a clean margin of at least one-half inch on top, bottom and each side. (Example: this document is bordered measuring such margins.)
- 4.) The document's 1st page shall contain a blank space, measuring at least **3 inches by 5 inches**, in the upper right hand corner which is reserved "**FOR RECORDER'S USE ONLY**". (Example: this document's right hand corner.)
- 5.) The document **shall not** have any attachment stapled and/or otherwise affixed to any page.

Documents which fail to conform to the above referenced standards **SHALL NOT** be recorded except upon payment of the additional fee required under this paragraph. This paragraph applies only to documents executed after **Jan. 1, 1995**.

**MOST COMMONLY NEEDED DOCUMENTS TO ACCOMPANY A CONVEYANCE INSTRUMENT IN COOK COUNTY**

The below section is also **NOT Legal Advice**, and should not be construed as such. However, in an effort to provide CCRD customers with a list of documents frequently needed to accompany conveyance instruments (aka Deeds) for recording, our office has compiled the below list of documents and helpful information on where to possibly obtain them.

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|--|---|
| <input type="checkbox"/> Grantor/Grantee Affidavit (Available from CCRD)   | <input type="checkbox"/> Notarial Record Form (Available from CCRD)   |
| <input type="checkbox"/> State & County Transfer Tax Declarations available via <a href="http://www.mytax.illinois.gov/mydec">www.mytax.illinois.gov/mydec</a> | <input type="checkbox"/> Municipal Transfer Tax Declarations (Chicago) available via <a href="http://www.mytax.illinois.gov/mydec">www.mytax.illinois.gov/mydec</a> |
| <input type="checkbox"/> Municipal Transfer Tax Declarations (Suburbs) check with your local municipality for details.   | <input type="checkbox"/> Municipal Transfer Tax Sticker (Chicago) available from City Hall, City of Chicago Rm 107  |
| <input type="checkbox"/> Full Payment Certificate (Chicago) contact the City of Chicago Water Dept.  | <input type="checkbox"/> OTHER SUPPORTING DOCUMENTATION Consult an attorney in special circumstances.   |

This FORM is Compliments of:



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