

JOHN C. ACKERMAN  
TAZEWELL COUNTY  
CLERK / RECORDER  
11 S. 4TH ST., SUITE 124  
PEKIN, IL 61554



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Pekin, IL 61554

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# Quit Claim Deed Informational Packet

The information in this packet may be provided to  
our customers with the following disclaimer:

The information in this packet is designed to be used as a point of reference. The recorder's office is not liable for any mistakes made when filling out deed forms. There may be legal and/or tax implications once these forms are filed.

**WE RECOMMEND SPEAKING WITH A LEGAL ATTORNEY IN SITUATIONS REGARDING WILLS, HEIRS, PROBATE,  
DECEASED PARTIES, AND SPECIAL CIRCUMSTANCES PRIOR TO TAKING FINAL ACTION.**

**THE RECORDER'S OFFICE IS NOT LIABLE FOR ANY MISTAKES MADE WHEN FILLING OUT DEEDS.**

#### Recent Updates in 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)



## Tazewell County Recording Requirements

1. Deeds must be dated, signed, & properly notarized.
  2. All parties involved must be named.
  3. Grantee's (New Owners) address must be listed on the deed.
  4. All deeds require a complete and full legal description.
  5. All deeds require name & address of the preparer.
  6. All deeds require name & address to where the original recorded deed is to be mailed back to after it has been recorded.
  7. Taxpayer name(s) & address for future tax bills must be listed.
- All deeds require either a signed & dated exemption statement or a completed PTAX-203 form.

**NOTE:** Any transfer of property with consideration over \$100 is required to fill out a PTAX-203 form and pay county and state taxes.

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## Tazewell County Document Recording Fees

In compliance with an Illinois State Statute, there is a \$10 surcharge added to every real estate related document recorded in all recorder's offices in Illinois. Affected are those documents executed or signed on or after August 1, 2005. Exempt are: public utility easements, documents from a State agency, unit of local government, Federal government or School District.

General Recording Fee	\$ 88.00
Non-Standard Fee	\$ 115.00

THIS DOCUMENT PREPARED BY:

RETURN DOCUMENT TO:

# QUIT CLAIM DEED

**The Grantor** \_\_\_\_\_

of \_\_\_\_\_ County of \_\_\_\_\_, and State of Illinois for the consideration  
of \_\_\_\_\_

CONVEY and QUIT CLAIM to \_\_\_\_\_

of \_\_\_\_\_ County of \_\_\_\_\_ and State of Illinois, all interest  
in the following described real estate:

PIN: \_\_\_\_\_

Commonly Known As: \_\_\_\_\_

situated in Tazewell County, in the State of Illinois, hereby releasing and waiving all rights under and by  
virtue of the Homestead Exemption Laws of the State of Illinois.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_\_

\_\_\_\_\_(SEAL) \_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL) \_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL) \_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL) \_\_\_\_\_(SEAL)

STATE OF ILLINOIS  
Tazewell County

SS.

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

Place Notary Seal  
in Space Below



personally known to me to be the same person \_\_\_ whose name \_\_\_ sub-  
scribed to the foregoing instrument, appeared before me this day in person  
and acknowledged that \_\_\_ he \_\_\_ signed, sealed and delivered said instru-  
ment as \_\_\_\_\_ free and voluntary act, for the uses and purposes  
therein set forth, including the release and waiver of the right of homestead.

Given under my hand and Notarial seal this  
\_\_\_\_\_ Day of \_\_\_\_\_ A.D., 20 \_\_\_\_\_

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

Mail Tax Statement To:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Document No. \_\_\_\_\_

**QUIT CLAIM DEED**

TO

**JOHN C. ACKERMAN**  
Tazewell County Clerk / Recorder  
11 South Fourth St. - Suite 124  
Pekin, Illinois 61554  
(309) 477-2210



Property Address

TO BE FILED WITH THE TAZEWELL COUNTY RECORDER OF DEEDS  
**AFFIDAVIT FOR PURPOSE OF ILLINOIS PLAT ACT REQUIREMENTS**  
THIS IS A LEGAL DOCUMENT – PLEASE CONSULT YOUR ATTORNEY  
(Zoning & Subdivision Ordinances May Also Apply)

PARCEL NUMBER: \_\_\_\_\_

Grantor or Grantor's Attorney authorized representative in a deed transferring interest in the real estate described in the accompanying deed and further states this transfer **IS EXEMPT FROM THE ILLINOIS PLAT ACT (765 ILCS 205) BECAUSE OF THE FOLLOWING:**

- NOT A DIVISION OF LAND – PARCEL BOUNDARIES REMAIN UNCHANGED (The Recorder will proceed with recording the deed and no further questions apply. County Plat Officer signature is **NOT** required. Please sign below and have notarized)
  
- A DIVISION OF LAND THAT MEETS ONE OF THE FOLLOWING EXCEPTIONS – APPROVAL BY COUNTY PLAT OFFICER (OR DESIGNEE) IS REQUIRED ALONG WITH APPLICABLE FEE PRIOR TO RECORDING:
  - The divisions or subdivision of land into parcels or tracts of 5 acres or more in size which **does not involve any new streets or easements of access.**
  - The division of lots or blocks of less than 1 acre in any recorded subdivision which **does not involve any new streets or easements of access.**
  - The sale or exchange of parcels of land between owners of adjoining and contiguous land.
  - The conveyance of parcels of land or interest therein for use as a right of way for railroads or other public utility facilities and other pipe lines which **does not involve any new streets or easements of access.**
  - The conveyance of land for highway or other public purposes or grants or conveyances relating to the dedication of land for public use or instruments relating to the vacation of land impressed with a public use.
  - Conveyances made to correct descriptions in prior conveyances.
  - The sale or exchange of parcels or tracts of land following the division into no more than 2 parts of a particular parcel or tract of land existing on July 17, 1959 and **not involving any new streets or easements of access.**
  - The sale of a single lot of less than 5 acres from a larger tract when a survey is made by an Illinois Registered Land Surveyor; provided that this exemption shall not apply to the sale of any subsequent lots from the same larger tract of land, as determined by the dimensions and configuration of the larger tract on October 1, 1973, and provided also that this exemption does not invalidate any local requirements applicable to the subdivision of land.
  - The preparation of a plat for wind energy devised under section 10-620 of the Property Tax Code.
  - Division meets criteria for agricultural exemption

I swear to the best of my knowledge that the statements contained herein are true and correct. Grantor/Grantor's Attorney further states that this affidavit for the purpose of indicating to THE RECORDER OF DEEDS OF TAZEWELL COUNTY, ILLINOIS, that the conveyance by the attached instrument is within, and in compliance with, the provisions of the Illinois Plat Act.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

Approval for State Plat Act, County Subdivision and Zoning Code Purposes:

SURVEY REQUIRED FOR RECORDING: Yes  No

Tazewell County Plat Officer/designee: \_\_\_\_\_ Date: \_\_\_\_\_

**(NOTE: County Plat Officer signature required for properties only in the UNINCORPORATED areas of Tazewell County)**

**DUE TO THE LEGAL NATURE  
OF ALL DOCUMENTS  
RECORDED IN THIS OFFICE,  
THE RECORDER'S STAFF IS  
PROHIBITED FROM  
ASSISTING YOU IN THE  
COMPLETION OF YOUR  
DOCUMENT. WE SUGGEST  
YOU CONSULT AN  
ATTORNEY FOR LEGAL  
ADVICE.**