The information provided on the Ptax Forms helps the Assessor to determine accurate and equitable assessments for the surrounding land.

In an attempt to assist the Assessor we are providing you with an example of what needs to be included on the Ptax 203 Form. Please take a moment to review the following Ptax 203 Form example. On it you will find:

- Some questions must match the information contained on the deed (highlighted in orange)
- Some questions must be filled in or we cannot accept the deed & ptax (highlighted in blue)
- Some questions are only sometimes applicable to the sale (highlighted in green)
- Additionally, we have highlighted the 2 questions that the Assessor must correct most often (highlighted in pink)

Please Note: if any changes are made to Step 2 Line 11 the change must include the initials of the buyer, seller or representative. If a change is made (white out, strikethrough etc.) and the change is not initialed they are not able to include the sale in their information.

As always, if you have any questions please feel free to contact us.

Thank you! Michael T Costello Recorder of Deeds St Clair County, IL



PTAX-203 Illinois Real Estate

Transfer Declaration

Please read the instructions before completing this form. This form can be completed electronically at tax.illinois.gov/retd.

Step 1: Identify the property and sale information.

| 1 | |
|---|--|
| | Street address of property (or 911 address, if available) |
| | City or village |
| | City of Fillege |
| 1 | Township |
| 2 | Write the total number of parcels to be transferred. |
| 3 | Write the parcel identifying numbers and lot sizes or acreage. |
| | Property index number (PIN) Lot size or acreage |
| | a |
| | b |
| | c |
| | d |
| | Write additional property index numbers, lot sizes or acreage in |
| | Step 3. |
| 4 | Date of instrument: |
| 5 | Type of instrument (Mark with an "X."): Warranty deed |
| • | Quit claim deed Executor deed Trustee deed |
| | Beneficial interest Other (specify): |
| 6 | Yes No Will the property be the buyer's principal residence? |
| 7 | Yes No Was the property advertised for sale? |
| | (i.e., media, sign, newspaper, realtor) |
| 8 | Identify the property's current and intended primary use. Current Intended (Mark only one item per column with an "X.") |
| | a Land/lot only |
| | b Residence (single-family, condominium, townhome, or duplex) |
| | c Mobile home residence |
| | d Apartment building (6 units or less) No. of units: |
| | e Apartment building (over 6 units) No. of units: |
| | f Office |
| | g Retail establishment |
| | h Commercial building (specify): |
| | i Industrial building |
| | j Farm |
| | k Other (specify): |

| MUS | TMATC | H INFO | ON DEED |
|-----|-------|--------|---------|
| | | | |

Do not write in this area. County Recorder's Office use. MUST BE FILLED IN Date:

ANSWER IF APPLICABLE TO SALE

PLEASE DOUBLE CHECK W/CUSTOMER: (2 MOST OFTEN INCORRECT ANSWERS)

Received by:

Count

Doc. h

Vol.:

Page:

| 9 Identify any significant physical changes in the property since | | | | | |
|---|---|--|--|--|--|
| * | January 1 of the previous year and write the date of the change. | | | | |
| | Date of significant change:/ | | | | |
| | (Mark with an "X.") Page 15th or (Markers and Additions Major remodeling | | | | |
| | Demolition/damage Additions Major remodeling New construction Other (specify): | | | | |
| 10 | Identify only the items that apply to this sale. (Mark with an "X.") | | | | |
| 10 | a Fulfillment of installment contract — | | | | |
| | year contract initiated : | | | | |
| | b Sale between related individuals or corporate affiliates | | | | |
| c Transfer of less than 100 percent interest | | | | | |
| | d Court-ordered sale | | | | |
| | e Sale in lieu of foreclosure | | | | |
| | f Condemnation | | | | |
| | g Short sale | | | | |
| | h Bank REO (real estate owned) | | | | |
| | i Auction sale | | | | |
| | Seller/buyer is a relocation company | | | | |
| | k Seller/buyer is a financial institution or government agency | | | | |
| | Buyer is a real estate investment trust Buyer is a pension fund | | | | |
| | Buyer is an adjacent property owner | | | | |
| | n Buyer is an adjacent property owner | | | | |
| | p Buyer is exercising an option to purchase p Trade of property (simultaneous) | | | | |
| | g Sale-leaseback | | | | |
| | r Other (specify): | | | | |
| | | | | | |
| | s Homestead exemptions on most recent tax bill: | | | | |
| 1 General/Alternative \$ | | | | | |
| | 2 Senior Citizens \$ | | | | |
| | 3 Senior Citizens Assessment Freeze \$ | | | | |

Step 2: Calculate the amount of transfer tax due.

County tax stamps — multiply Line 18 by 0.25.

Add Lines 19 and 20. This is the total amount of transfer tax due.

Note: Round Lines 11 through 18 to the next highest whole dollar. If the amount on Line 11 is over \$1 million and the property's current use on Line 8 above is marked "e," "f," "g," "h," "i," or "k," complete Form PTAX-203-A, Illinois Real Estate Transfer Declaration Supplemental Form A. If you are recording a beneficial interest transfer, do not complete this step. Complete Form PTAX-203-B, Illinois Real Estate Transfer Declaration Supplemental Form B.

| 11 | Full actual consideration | | Ψ_ | THE REST |
|-----|---|-----|-------------|---|
| 12a | Amount of personal property included in the purchase THE CHANGE MUST BE INITIALED | 12a | \$_ | (Confession) |
| 12b | Was the value of a mobile home included on Line 12a? | 12b | 185 | Yes |
| 13 | Subtract Line 12a from Line 11. This is the net consideration for real property. | 13 | \$ _ | N. Carlotte |
| 14 | Amount for other real property transferred to the seller (in a simultaneous exchange) | | _ | 19040000000 |
| | as part of the full actual consideration on Line 11 | 14 | \$_ | Manuscon (Sept. |
| 15 | Outstanding mortgage amount to which the transferred real property remains subject | 15 | \$_ | V |
| 16 | If this transfer is exempt, use an "X" to identify the provision. | 16 | | b |
| 17 | Subtract Lines 14 and 15 from Line 13. This is the net consideration subject to transfer tax. | 17 | \$ _ | THE REAL PROPERTY. |
| 18 | Divide Line 17 by 500. Round the result to the next highest whole number (e.g., 61.002 rounds to 62). | 18 | | TO COMPANY OF THE PARTY OF THE |
| 19 | Illinois tax stamps — multiply Line 18 by 0.50. | 19 | \$_ | VIEW HOUSE |

No

20

Step 3: Write the legal description from the deed. Write, type (minimum 10-point font required), or attach the legal description from the deed. If you prefer, submit an 81/2" x 11" copy of the extended legal description with this form. You may also use the space below to write additional property index numbers, lots sizes or acreage from Step 1, Line 3.

| Step 4: Complete the requested information. The buyer and seller (or their agents) hereby verify that to the best of their knowledge and belief, the transaction involves any real estate located in Cook County, the buyer and seller (or their agents) he deed or assignment of beneficial interest in a land trust is either a natural person, an Illinois corporal estate in Illinois, a partnership authorized to do business or acquire and hold title to real estate in Illiand hold title to real estate under the laws of the State of Illinois. Any person who willfully falsifies or meanor for the first offense and a Class A misdemeanor for subsequent offenses. Any person who k of a Class C misdemeanor for the first offense and of a Class A misdemeanor for subsequent offenses. Seller Information (Please print.) | reby verify that to lion or foreign co nois, or other ent omits any inform nowingly submits | o the best of their knowledge, to rporation authorized to do busi tity recognized as a person and pation required in this declaration | ne name of the buyer s iness or acquire and ho d authorized to do busi on shall be quilty of a C | snown on the old title to real ness or acquire Class B misde- |
|--|---|--|---|--|
| Seller's or trustee's name | | Seller's trust number (if ap | plicable - not an SSN | or FEIN) |
| Street address (after sale) | | City | State | ZIP |
| Seller's or agent's signature | | Seller's daytime phone | | |
| Buyer Information (Please print.) | | | | |
| Buyer's or trustee's name | | Buyer's trust number (if ap | plicable - not an SSN | or FEIN) |
| Street address (after sale) | | City' | State | ZIP |
| Buyer's or agent's signature Mail tax bill to: | | Buyer's daytime phone | | - |
| Name or company Preparer Information (Please print.) | | City | State | ZIP |
| Preparer's and company's name | | Preparer's file number (if a | pplicable) | |
| Street address | | City (| State | ZIP |
| Preparer's signature | | Preparer's daytime phone | | |
| Preparer's e-mail address (if available) Identify any required documents submitted with this form. (Mark with an "X.") | | ed legal description d list of personal proper | | AX-203-A AX-203-B |
| To be completed by the Chief County Assessment Officer 1 | real esta 5 Comme | e sale involve a mobile hate? Yes | | S |