

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 ZIP

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: Month / Year

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): _____

Step 2: Calculate the 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 **IF ANY CHANGES ARE MADE ON THIS LINE (WHITE OUT ETC) THE CHANGE MUST BE INITIALED**
- 12a Amount of personal property included in the purchase
- 12b Was the value of a mobile home included on Line 12a?
- 13 Subtract Line 12a from Line 11. This is the net consideration for real property.
- 14 Amount for other real property transferred to the seller (in a simultaneous exchange) as part of the full actual consideration on Line 11
- 15 Outstanding mortgage amount to which the transferred real property remains subject
- 16 If this transfer is exempt, use an "X" to identify the provision.
- 17 Subtract Lines 14 and 15 from Line 13. This is the net consideration subject to transfer tax.
- 18 Divide Line 17 by 500. Round the result to the next highest whole number (e.g., 61.002 rounds to 62).
- 19 Illinois tax stamps — multiply Line 18 by 0.50.
- 20 County tax stamps — multiply Line 18 by 0.25.
- 21 Add Lines 19 and 20. This is the total amount of transfer tax due.

This form is authorized in accordance with 35 ILCS 200/31-1 et seq. Disclosure of this information is REQUIRED. This form has been approved by the Forms Management Center. IL-492-0227

MUST MATCH INFO ON DEED

MUST BE FILLED IN

ANSWER IF APPLICABLE TO SALE

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

Do not write in this area.
County Recorder's Office use.

Count

Date:

Doc. #

Vol.:

Page:

Received by:

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: _____ / _____ / _____
Month Year

(Mark with an "X.")

_____ Demolition/damage _____ Additions _____ Major remodeling
_____ New construction _____ Other (specify): _____

10 Identify only the items that apply to this sale. (Mark with an "X.")

- 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
j _____ Seller/buyer is a relocation company
k _____ Seller/buyer is a financial institution or government agency
l _____ Buyer is a real estate investment trust
m _____ Buyer is a pension fund
n _____ Buyer is an adjacent property owner
o _____ Buyer is exercising an option to purchase
p _____ Trade of property (simultaneous)
q _____ Sale-leaseback
r _____ Other (specify): _____
s _____ Homestead exemptions on most recent tax bill:
1 General/Alternative \$ _____
2 Senior Citizens \$ _____
3 Senior Citizens Assessment Freeze \$ _____

