

Recording Deeds in Lake County

Deeds for properties located in Lake County should be recorded in the Lake County Recorder of Deeds Office.

Deeds are accepted for recording in person or by mail. Once recorded, the document will be assigned a document number, scanned, and entered into a Grantor/Grantee index. The original document will be returned to the party named on the document. After recording, land records are available for public viewing.

As always, it is suggested that you consult legal & accounting professionals to fully understand the legal & tax implications of recording any property deed changes.

If there is anything that our staff can do to help make this process easier for you, please let us know.



Mary Ellen
Vanderwenter
Lake County RECORDER OF DEEDS

*18 N County St – 6th Floor
Waukegan, IL 60085-4358*

Phone: (847) 377-2575 Fax: (847) 984-5860

Email: recorder@lakecountyil.gov

Website: www.lakecountyil.gov/recorder

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.
10. Local municipal transfer tax stamps must be obtained at the local municipality prior to being submitted to the Recorder of Deeds Office.

If the property is located in or has a mailing address of Buffalo Grove, Highland Park, Lake Forest, Lincolnshire, Mettawa or North Chicago you will need to contact that unit of local government prior to submitting your deed for recording.

Mobile Homes:

In Illinois, titles for mobile homes are registered through the Secretary of State's Office similar to vehicles. Offices are located in Deerfield, Lake Zurich & Waukegan.

Recording Fees:

The recording fee in Lake County is \$60 for most standard documents. The fee may vary due to non standard document size and type or exemption from the Rental Housing Surcharge Program fee. Please visit our website or call us for additional fee information.

If the deed involves a sale of property, there may also be additional Transfer Tax fees due to the State, County & your local Municipality. All municipal stamps and exemptions must be obtained through the local municipality prior to being submitted for recording.

Transfer Tax Stamps:

Per state statutes, State & County taxes are paid at the time of recording. Stamps are issued & placed on the deed as evidence of payment. The rate for the state is .50 per \$500 and the county rate is .25 per \$500. Calculations are submitted on the Illinois PTAX-203 form.

The State of Illinois has a website to prepare the PTAX-203 online at <https://mytax.illinois.gov/MyDec>.

If the transfer is exempt, a statement must be signed & dated on the deed. For a list of exemptions, please see the PTAX-203 instructions.

Municipal Transfer Tax Stamps:

The following is a contact list of Lake County municipalities that require stamps.

Buffalo Grove 847-459-2500
Lake Forest 847-234-2600
Mettawa 847-573-1460

Highland Park 847-432-0800
Lincolnshire 847-883-8600
North Chicago 847-596-8600

Definitions for 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 by the Entirety

A form of ownership by husband and wife whereby each owns the entire property. In the event of death of one, the survivor owns the property without probate.

Tenancy in Common

An undivided ownership in real estate by two or more persons. The interests 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.

“Right of Survivorship” (not an ownership type)

The right of a survivor of a deceased person to the property of said deceased. A distinguishing characteristic of a joint tenancy or tenancy by the entirety relationship.