



Rachael Parker
Peoria County Clerk

General
(309) 672-6059
Land Records
(309) 672-6090

Peoria County Courthouse • Room 101 • 324 Main Street • Peoria, Illinois 61602
countyclerk@peoriacounty.org • www.peoriacounty.gov/County-Clerk • Fax: (309) 672-6063

Executor's Deed Informational Packet

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

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

We recommend speaking with an attorney in situations regarding wills, heirs, probate, deceased parties, and special circumstances prior to taking final action.

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)

THIS DOCUMENT PREPARED BY:

Name of person preparing document

Address of person preparing document

City, State, ZIP of person preparing document

DO NOT WRITE HERE

EXECUTOR'S DEED

Leave this area blank for recording use only.

The GRANTOR,

Current owner(s) names as listed on previous deed (Ex: John C. Smith & Mary Smith)

as the duly appointed Executor of the Last Will and Testament of the Estate of

Name of Deceased Individual, deceased,

of the City/Village of *Grantor's City of Residence* in the County of *Grantor's County of Residence*

and State of Illinois, which Last Will and Testament was duly probated and admitted to record

in the County of *County* and the State of Illinois, as Case No. *Probate Case Number*

on the *Day (Ex: 1st)* day of *Month (Ex: April)*, AD 20 *21*,

for and in consideration of *Dollar Amount (\$1-\$100 is exempt; anything more requires a P-TAX 203 Form)*

does hereby SELL and CONVEY unto

New owner(s) legal name(s) (Ex: John C. Smith & Sue Jones)

in the form of ownership: *See page 4 for assistance in selecting form of ownership*

of the County of *Grantee's County of Residence* and State of Illinois,

the following described real estate, to-wit:

Either hand write the full legal description here, or write "See Attached" and attach a printed copy of the legal description to the back of this document.

PIN: *Parcel Identification Number (Ex: 12-34-567-890)*

COMMONLY KNOWN AS:

Street Address (Ex: 123 Main St.)

City, State, ZIP

situated in the County of Peoria, in the State of Illinois.

Exempt 35 ILCS 200/31-45 (*E*)

Today's Date

Date

Any Signature Here

Buyer, Seller, or Representative

Forms of Ownership Explanation

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

- Only one person owns the property, solely by themselves, and no other person has any interest in the property.
- Upon the death of the sole owner, the interest passes to those listed in the will or as determined by probate.

Joint Tenancy

- Two or more joint tenants together form an undivided interest. These interests are equally divided between the tenants, accruing under the same conveyance, and beginning at the same time.
- The tenants have the right of survivorship, and upon the death of a joint tenant, interest in the property passes to the surviving tenant(s), rather than to the heirs of the deceased.

Tenancy in Common

- Two or more tenants together form an undivided interest, where the interests may not be equally divided between the tenants.
- Upon the death of a tenant, no right of survivorship exists, and interest passes to those listed in the will or as determined by probate.

Tenancy by the Entirety

- A form of ownership where husband and wife each own the entire property together.
- In the event of the death of one spouse, the surviving spouse owns the entire property without probate.



Peoria County



Recording Requirements

1. Deeds must be dated, signed & properly notarized.
2. All parties involved must be named.
3. Grantee's (New Owner) address must be listed on the deed.
4. All deeds require a complete and full legal description including Parcel Number.
5. All deeds require name and address of the preparer.
6. All deeds require name and address of where the original recorded deed will be mailed after recording.
7. Taxpayer name(s) and address for future tax bills must be listed.
8. All deeds require either a signed and dated exemption statement or a completed PTAX-203 form. If there is consideration (money being exchanged), additional fees may be collected.
 - State of Illinois Real Estate Transfer tax is 1% of the actual consideration, rounded up to the nearest \$500.
 - County of Peoria Real Estate Transfer tax is 0.5% of the actual consideration, rounded up to the nearest \$500.
 - City of Peoria Real Estate Transfer tax is 2.5% of actual consideration, rounded up to the nearest \$1,000.
9. If the property is purchased with actual consideration less than \$100, please mark an "E" in the exemption box, date, and sign.

Example:

Exempt 35 ILCS 200/31-45 (E)
Today's Date

Date
Signature Here

Buyer, Seller, or Representative

10. If the property is located within the City of Peoria, additional forms must be completed and submitted at the time of recording. These forms include: City of Peoria Zoning Certificate Exemption and City of Peoria Real Estate Transfer Declaration or City of Peoria Real Estate Transfer Tax Certificate of Exemption. All forms are available in the County Clerk's office or online at www.peoriacounty.gov/County-Clerk.



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Predictable Fees Schedule

Effective July 1, 2023

Standard Document - Real Estate-Related, not Rental Housing Exempt <i>(full requirements on reverse side)</i> <ul style="list-style-type: none">8 ½" x 11" sheets (drawings not exceeding 11" x 17") meeting requirements of 55 ILCS 5/3-5018Contains no more than five property identification number (PIN) references within Peoria CountyContains no more than five related document number references within Peoria County	\$76.00
Standard Document - Exempt from Rental Housing <ul style="list-style-type: none">Meets requirements of a STANDARD DOCUMENTExempt from rental housing support program fees by either 1.) not being related to real estate, 2.) being a public utility easement, 3.) being documents recorded by Federal, State, school district or local government agencies, or 4) deeds where a government agency is the grantee	\$57.00
Nonstandard Document - Real Estate-Related, not Rental Housing Exempt <ul style="list-style-type: none">Fails to meet the requirements of a STANDARD DOCUMENT.	\$106.65
Nonstandard Document - Exempt from Rental Housing <ul style="list-style-type: none">Fails to meet the requirements of a STANDARD DOCUMENT.Exempt from rental housing support program fees by either 1.) not being related to real estate, 2.) being a public utility easement, 3.) being documents recorded by Federal, State, school district or local government agencies, or 4) deeds where a government agency is the grantee	\$87.65
Plats - Subdivisions and Condominiums <ul style="list-style-type: none">Must be at least 8 ½" x 14", but no larger than 30" x 36"Must submit one mylar and 7 paper copies	First Page: \$120.00 Each Additional Page: \$10.00
Survey of Plats (Tract Surveys) <ul style="list-style-type: none">Must be at least 8 ½" x 14", but no larger than 30" x 36"Must submit one mylar and 7 paper copies	First Page: \$76.00 Each Additional Page: \$10.00
UCC - Initial Filing, Amendments, Continuations, Assignments & Releases	\$46.35
UCC - Terminations	\$31.35
Liens & Releases: IL Dept. of Revenue and Federal (Recorded by IDOR or Federal Agency)	\$11.00*
Liens & Releases: Other IL State Liens & Releases (Recorded by IL State agency)	\$18.00*
*Additional Fee Per Referenced Document or Name In Excess of One	\$1.00
DD-214 (Military Discharge)	Free
Certified Copies Fees	Same as Document Recording Fee

Standard Document Requirements (55 ILCS 5/3-5018 & 55 ILCS 5/3-5018.1)

- 8 ½" x 11" sheets, not permanently bound and not a continuous form. Graphic displays accompanying a document do not exceed 11" x 17".
 - Legibly printed in black ink by hand, type or computer. Signatures and dates may be in contrasting colors if they will reproduce clearly.
 - On white paper of not less than 20-pound weight and shall have a clean margin of at least ½" on all sides. (Margins may be used for non-essential notations that will not affect the validity of the document.)
 - First page contains a 3" x 5" blank space in upper right corner
 - Does not have anything affixed to it by tape, glue, labels, etc. Pages may be stapled together.
 - Contains no more than five property identification number (PIN) references within Peoria County
 - Contains no more than five related document number references within Peoria County
 - Does not create a division of an existing property identification number
-

THIS DOCUMENT PREPARED BY:

EXECUTOR'S DEED

Leave this area blank for recording use only.

The GRANTOR,

_____ as the duly appointed Executor of the Last Will and Testament of the Estate of

_____, deceased,
of the City/Village of _____ in the County of _____

and State of Illinois, which Last Will and Testament was duly probated and admitted to record

in the County of _____ and the State of Illinois, as Case No. _____

on the _____ day of _____, AD 20____,

for and in consideration of _____

does hereby SELL and CONVEY unto

_____ in the form of ownership:

_____ of the County of _____ and State of Illinois,

the following described real estate, to-wit:

PIN: _____

COMMONLY KNOWN AS: _____

situated in the County of Peoria, in the State of Illinois.

Exempt 35 ILCS 200/31-45 ()

Date

Buyer, Seller, or Representative

Dated this _____ day of _____, AD 20_____

Signature

Signature

Signature

Signature

**STATE OF ILLINOIS }
 } SS
COUNTY OF PEORIA }**

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

Place Notary Seal in
Space Below

As Executor(s) aforesaid, personally known to me to be the same person(s)
whose name(s) is/are subscribed to the foregoing instrument, appeared before me
this day in person and acknowledged that they signed, sealed and delivered said
instrument as their free and voluntary act, for the uses and purposes therein set
forth.

Given under my hand and Notarial seal
this _____ day of _____, AD 20_____.

Notary Public

**Return Document and
Mail Tax Statement to:**

Name _____

Address _____

City _____

State _____ ZIP _____