



# 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](http://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
<b>a</b> _____	_____
<b>b</b> _____	_____
<b>c</b> _____	_____
<b>d</b> _____	_____

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.")

- |                |   |
|----------------|---|
| <b>a</b> _____ | Land/lot only   |
| <b>b</b> _____ | Residence (single-family, condominium, townhome, or duplex) |
| <b>c</b> _____ | Mobile home residence                                       |
| <b>d</b> _____ | Apartment building (6 units or less) No. of units: _____    |
| <b>e</b> _____ | Apartment building (over 6 units) No. of units: _____       |
| <b>f</b> _____ | Office  |
| <b>g</b> _____ | Retail establishment  |
| <b>h</b> _____ | Commercial building (specify): _____                        |
| <b>i</b> _____ | Industrial building   |
| <b>j</b> _____ | Farm  |
| <b>k</b> _____ | 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.

<b>11</b>	Full actual consideration	<b>11</b>	\$ _____
<b>12a</b>	Amount of personal property included in the purchase	<b>12a</b>	\$ _____
<b>12b</b>	Was the value of a mobile home included on Line 12a?	<b>12b</b>	_____ Yes _____ No
<b>13</b>	Subtract Line 12a from Line 11. This is the net consideration for real property.	<b>13</b>	\$ _____
<b>14</b>	Amount for other real property transferred to the seller (in a simultaneous exchange) as part of the full actual consideration on Line 11	<b>14</b>	\$ _____
<b>15</b>	Outstanding mortgage amount to which the transferred real property remains subject	<b>15</b>	\$ _____
<b>16</b>	If this transfer is exempt, use an "X" to identify the provision.	<b>16</b>	_____ b _____ k _____ m
<b>17</b>	Subtract Lines 14 and 15 from Line 13. <b>This is the net consideration subject to transfer tax.</b>	<b>17</b>	\$ _____
<b>18</b>	Divide Line 17 by 500. Round the result to the next highest whole number (e.g., 61.002 rounds to 62).	<b>18</b>	_____
<b>19</b>	Illinois tax stamps — multiply Line 18 by 0.50.	<b>19</b>	\$ _____
<b>20</b>	County tax stamps — multiply Line 18 by 0.25.	<b>20</b>	\$ _____
<b>21</b>	Add Lines 19 and 20. <b>This is the total amount of transfer tax due.</b>	<b>21</b>	\$ _____

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

County: \_\_\_\_\_  
Date: \_\_\_\_\_  
Doc. No.: \_\_\_\_\_  
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 \$ \_\_\_\_\_

**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 8 1/2" 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 full actual consideration and facts stated in this declaration are true and correct. If this transaction involves any real estate located in Cook County, the buyer and seller (or their agents) hereby verify that to the best of their knowledge, the name of the buyer shown on the deed or assignment of beneficial interest in a land trust is either a natural person, an Illinois corporation or foreign corporation authorized to do business or acquire and hold title to real estate in Illinois, a partnership authorized to do business or acquire and hold title to real estate in Illinois, or other entity recognized as a person and authorized to do business or acquire and hold title to real estate under the laws of the State of Illinois. Any person who willfully falsifies or omits any information required in this declaration shall be guilty of a Class B misdemeanor for the first offense and a Class A misdemeanor for subsequent offenses. Any person who knowingly submits a false statement concerning the identity of a grantee shall be guilty of a Class C misdemeanor for the first offense and of a Class A misdemeanor for subsequent offenses.

**Seller Information (Please print.)**

_____ Seller's or trustee's name		_____ Seller's trust number (if applicable - <b>not</b> 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 applicable - <b>not</b> an SSN or FEIN)		
_____ Street address (after sale)		_____ City	_____ State	_____ ZIP
_____ Buyer's or agent's signature		( _____ ) Buyer's daytime phone		

**Mail tax bill to:**

_____ Name or company	_____ Street address	_____ City	_____ State	_____ ZIP
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**Preparer Information (Please print.)**

_____ Preparer's and company's name		_____ Preparer's file number (if applicable)		
_____ 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.")  Extended legal description  Form PTAX-203-A  
 Itemized list of personal property  Form PTAX-203-B

<b>To be completed by the Chief County Assessment Officer</b>	
<b>1</b> County _____ Township _____ Class _____ Cook-Minor _____ Code 1 _____ Code 2 _____	<b>3</b> Year prior to sale _____
<b>2</b> Board of Review's final assessed value for the assessment year prior to the year of sale. Land _____, _____, _____, _____ Buildings _____, _____, _____, _____ Total _____, _____, _____, _____	<b>4</b> Does the sale involve a mobile home assessed as real estate? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>5</b> Comments _____

<b>Illinois Department of Revenue Use</b>	<b>Tab number</b>
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