Step 1: Identify the property and sale information.

1. Street address of property (or 911 address, if available)

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”):
   __________ 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?

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): __________________________

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”)
   ____ 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 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,” “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 __________________________
    12a. Amount of personal property included in the purchase __________________________
    12b. Was the value of a mobile home included on Line 12a? __ Yes ____ No __________________________
    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. __________________________