



# 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)

\_\_\_\_\_ ZIP \_\_\_\_\_  
City or village

\_\_\_\_\_ 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): \_\_\_\_\_

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