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 **Judi Pollock**

 **Douglas County Clerk & Recorder**

 401 S. Center St. - Room 203

 P.O. Box 467

 Tuscola, IL 61953

If you are preparing your own transfer document (deed) – here are a few things to keep in mind:

1. This office does not do any type of title search – we highly recommend you seek the advice of an attorney when preparing any documents that are to be recorded in this office – it is your responsibility to make sure your document is correct – if an error is found the responsibility of correction falls on the preparer and a re-recording fee will apply.
2. Your document should be typed or printed so the document can be indexed correctly – and should follow the following requirements:
* 8 ½ x 11” separate sheets
* Black ink
* Minimum 10-point type
* 3” x 5” blank space in upper right corner of first page
* Must be an original
* Document must have full legal description, PIN number, and address
* Prepared by and return to information
* Notarized signatures
1. It is your responsibility to make sure all liens and back taxes are paid on property you are transferring or receiving.
2. Just because this document was recorded does not mean it is completely transferred until the entire process is done in the County Supervisor of Assessment Office.