



Judi Pollock
Douglas County Clerk & Recorder

401 S. Center St. - Room 203

(217)253-2411 or (217)253-2442

judi.pollock@douglascountyil.com

Fax (217)253-2233

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*
- 3) It is your responsibility to make sure all liens and back taxes are paid on property you are transferring or receiving.
- 4) 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.