

Office of Montgomery County Clerk and Recorder
Historic Courthouse, P.O. Box 595,
Hillsboro, Illinois 62049
(217) 532-9535 or (217) 532-9534 Fax (217) 532-9581
Sandy Leitheiser, County Clerk and Recorder
www.montgomeryco.com

Dear Montgomery County Land Records Recording Department Customer:

We would like to provide you the following checklist of Montgomery County Document Recording requirements. To avoid delays, please reference this checklist before submitting documents to be recorded with us.

Deeds

- _____ 1. Documents must be original (electronic signatures are not excepted) or a certified copy
- _____ 2. Legal Description
- _____ 3. Property(s) parcel number in area near legal description
- _____ 4. Property(s) physical address (if farmland, use nearest cross street and city)
- _____ 5. Montgomery County Plat Act Affidavit (number circled/notarized)
(form can be found on our website)
- _____ 6. "Mail Tax Bill To:" name/address
- _____ 7. "Prepared By:" name/address
- _____ 8. Completed PTAX Form or Exempt Stamp
- _____ 9. Document must have a font size of at least 12
- _____ 10. Document's 1st page must have a 4 in. x 4 in. space at the top right hand corner for Deeds with Transfer Taxes or a 3 ½ in x 3 ½ space for exempt Deeds; and a 1 in. x 1in. space every page there after for recording information
- _____ 11. Payment (***for current list of fees visit our website listed above***)
- _____ 12. Enclose a stamp addressed envelope for return of your document
White out is not accepted on any document

All documents containing a legal description

- _____ 1. Documents must be original (electronic signatures are not excepted) or a certified copy
- _____ 2. Property(s) parcel number
- _____ 3. Property(s) physical address (if farmland use nearest cross street and city)
- _____ 4. Document's 1st page must have a 4 in. x 4 in. space at the top right hand corner and a 1 in. x 1in. space every page there after for recording information
- _____ 5. Document must have a font size of at least 12
- _____ 6. Enclose a stamp addressed envelope for return of your document

We hope this information is helpful, and if you have any questions, please contact us (217) 532-9535 or (217) 532-9534. Also, any suggestions on how we can improve our services to you are welcome at any time. Thank you for your support of our office!

Sincerely,

Sandy Leitheiser
Montgomery Co. Clerk/Recorder

Alissa Hemken
Montgomery Co. Recording Dept. Head