

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.montgomerycountyil.gov

Dear Montgomery County 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 or a certified copy
- _____ 2. Complete legal description (abbreviated legal from GIS website/tax bill is not accepted)
- _____ 3. Property(s) parcel number in area near legal description
- _____ 4. Property(s) physical address (if farmland, use nearest cross street and city)
- _____ 5. Notary stamp/signature
- _____ 6. MUST USE Montgomery County Plat Act Affidavit (number circled/notarized)
- _____ 7. "Mail Tax Bill To:" name/address
- _____ 8. "Prepared By:" name/address
- _____ 9. Completed PTAX Form or Exempt Stamp
- _____ 10. Document must have a font size of at least 12 font
- _____ 11. Document's first page must have a 3 in. x 5 in. space at the top right hand corner for recording information
- _____ 12. Payment (*for current list of fees visit our website listed above*)
- _____ 13. Enclose a self-addressed, stamped envelope for return of your document

****White out is not accepted on any document****

All other documents containing a legal description (abbreviated legal from GIS website/tax bill is not accepted)

- _____ 1. Documents must be original or a certified copy
- _____ 2. Property(s) parcel number
- _____ 3. Property(s) physical address (if farmland use nearest cross street and city)
- _____ 4. Notary stamp/signature
- _____ 5. Document's first page must have a 3 in. x 5 in. space at the top right hand corner for recording information
- _____ 6. Document must have a font size of at least 12 font
- _____ 7. Payment (*for current list of fees visit our website listed above*)
- _____ 8. Enclose a self-addressed, stamped envelope for return of your document

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We hope this information is helpful and if you have any questions, please contact us at (217) 532-9535 or (217) 532-9534. Thank you for your support of our office!

Sincerely,

Sandy Leitheiser
Montgomery Co. Clerk/Recorder

Kourtney Jenkins
Montgomery Co. Recording Dept. Head

Revised November 2025