

Kay T. Olson  
Grundy County Clerk & Recorder

**ALL DOCUMENTS ARE REQUIRED TO HAVE:**

1. Prepared By Name & Mailing Address [55ILCS 5/3-5022]
2. Document Return Name & Mailing Address
3. Complete legal description
4. Grantee Name & Address [55 ILCS 5/3-5026 & 765 ILCS 5/1]
5. Tax Bill To Name & Mailing Address [55 ILCS 5/3-5020 & 765 ILCS 5/35c]
6. Property Address (Commonly Known As) [55 ILCS 5/3-5027]
7. Must be the Original document [55 ILCS 3-5010]
8. Deeds need Real Estate Transfer Tax Declaration or Exemption Statement Properly Completed [35 ILCS 200/31-47]
9. Document Standardization Compliance \*
  - The document shall be legibly printed in black ink, by hand, type or computer generated, in at least 10-point type. Signatures and dates may be in black or blue ink.
  - The document shall be on white paper measuring 8.5" x 11" not permanently bound and not a continuous form, of not less than 20-pound weight and shall have a clean margin of at least ½ inch on the top, bottom and sides. Margins may be used for non-essential notations which may be, but not limited to, form number, page number and customer notations.
  - The first page shall contain a blank space, measuring at least 3" x 5", in the upper right corner (measured from aforementioned margins).
  - The document shall NOT have any attachments stapled or otherwise affixed to any page. This includes stickers, labels or any type of tape.
  - There shall be NO shadowed or grey areas containing information on the document.

THE NON-STANDARD FEE = \$25.00 [Public Act 87-1121, ILCS 55 5/3-5018]