

STATE OF ILLINOIS



Private Lender Certificate of Exemption

Private Mortgage

A Certificate of Exemption must be attached to all private mortgages for property located in Cook County, Kane County, Will County and Peoria County in order to be recorded by the Recorder of Deeds of those respective counties.

To request a Private Lender Certificate of Exemption, please fax the executed (i.e. signed and notarized) mortgage to 217-557-8481.

The certificate can be returned via fax or email. You may indicate your preference when you submit your request. The average processing time is 3-5 business days.

The mortgage must contain the following:

- names of the mortgagor and mortgagee
- loan amount
- PIN
- property address
- borrower's signature
- notary

The Department issues Certificates of Exemption only for private loans that do not close at a title company.

If the closing for the loan secured by the mortgage is done by a title company, the title company would be responsible for printing the certificate.

If the mortgagee (lender) is a financial institution, such as a bank or credit union, or other institutional lender, the loan would not be classified as private. The certificate would be issued by the closer, which could be the lender or a title company.

A qualified financial institution may request access to the database by calling 1-888-455-2753 and select the option for technical assistance.