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How to Complete Your Illinois Limited Power of Attorney

Limited (Special) Power of Attorney for Property (Illinois Power of Attorney Act, 755 ILCS 45)

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.

About this form. A limited power of attorney lets someone (your "agent") handle **one specific matter** for you, such as a real estate closing, a vehicle sale, or a bank transaction, without giving broad authority over all your finances. It does **not** cover health care decisions.

1. **Fill in the names (Page 1)**
   Enter your full legal name and address and the name and address of your agent. You may name one successor agent.
2. **Describe the specific powers (Page 1)**
   Check the type of matter and describe exactly what your agent may do, such as selling a named vehicle or signing closing documents for one property. Your agent may act only within what you write.
3. **Set the time period (Page 2)**
   Choose when it ends: when the transaction is complete, or on a set date. Check the box if you want it to end if you become incapacitated.
4. **Sign with one witness and a notary (Page 3)**
   Sign in front of one adult witness and a notary. The witness cannot be your agent, a relative of you or your agent, or your doctor, and the notary cannot be the witness. Do not sign ahead of time. We can provide a qualified witness for an additional fee.

After It's Signed

- Give your agent the original. Banks, title companies, and the Secretary of State usually want the notarized original or a certified copy.
- If your agent will sign a deed or mortgage, record the power of attorney with the county recorder (or county clerk) where the property is located.
- You may revoke it at any time in writing. Notify your agent and anyone who has a copy.
- For use in another country, the notarized document may need an apostille from the Illinois Secretary of State. We can handle this for you.

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Have questions about this document? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**.

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LIMITED POWER OF ATTORNEY FOR PROPERTY

(Illinois Power of Attorney Act, 755 ILCS 45)

1. PRINCIPAL. I,

Full legal name of principal

Address (street, city, state, ZIP)

2. AGENT. appoint the following person as my agent (attorney-in-fact):

Full name of agent

Address

Telephone

If my agent is unable or unwilling to act, I appoint as successor agent:

Successor agent name (optional)

Address

Telephone

3. LIMITED POWERS. My agent may act for me only in the following matter, and has no authority to act for me in any other matter:

Real estate — to sell, buy, lease, mortgage, refinance, or close a transaction concerning the property described below, and to sign all deeds, mortgages, closing statements, transfer declarations, and other documents needed to complete it.

Motor vehicle, boat, or trailer — to buy, sell, title, register, or transfer the vehicle described below and sign all title and registration documents.

Banking or financial account — to conduct the transactions described below at the institution and account named.

Other — as described below.

Description of the matter (property address, county, and PIN or legal description; vehicle year, make, and VIN; institution and account; or other details):

Principal's initials: _____

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4. TERM. This power of attorney is effective when signed. It ends (check one):

when the matter described above is completed, or

on the following date, unless revoked sooner:

Ending date

5. INCAPACITY (optional). Unless I check the box below, this power of attorney continues in effect even if I later become incapacitated.

This power of attorney shall terminate if I become incapacitated.

6. AGENT'S DUTIES. My agent must act in good faith for my benefit, use due care, competence, and diligence, keep my property separate from the agent's own, keep a record of all receipts, disbursements, and significant actions taken for me, and act only within the authority given in this document. My agent is entitled to reimbursement of reasonable expenses.

7. RELIANCE BY THIRD PARTIES. Any person may rely on a copy of this power of attorney. Revocation is not effective as to a third party until the third party has actual notice of it. This power of attorney is governed by Illinois law. It does not revoke any other power of attorney I have signed unless I state otherwise here:

Dated

X

Signature of principal

Printed name

THE AGENT, BY ACCEPTING OR ACTING UNDER THIS APPOINTMENT, ASSUMES THE FIDUCIARY AND OTHER LEGAL RESPONSIBILITIES OF AN AGENT.

Principal's initials: _____

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WITNESS. The undersigned witness certifies that the principal named above, known to me (or proved to me) to be the person who signed this power of attorney, signed or acknowledged it in my presence and in the presence of the notary, and appeared to be of sound mind and acting voluntarily. I am at least 18 years old. I am not: (a) the principal's attending physician or mental health service provider, or a relative of either; (b) an owner or operator, or relative of an owner or operator, of a health care facility where the principal is a patient or resident; (c) a parent, sibling, descendant, or spouse of a parent, sibling, or descendant of the principal or of any agent or successor agent, by blood, marriage, or adoption; or (d) an agent or successor agent under this power of attorney.

X _____ Witness signature

Printed name

Dated

Witness address

NOTARY ACKNOWLEDGMENT

STATE OF ILLINOIS)
COUNTY OF) SS.

The undersigned, a notary public in and for the above county and state, certifies that

Name of principal

known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed as principal to the foregoing power of attorney, appeared before me and the witness

Name of witness

in person and acknowledged signing and delivering the instrument as the free and voluntary act of the principal, for the uses and purposes therein set forth.

Dated

X _____ Notary Public

(Notary seal)

Notary's printed name

My commission expires

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