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How to Complete Your Illinois Memorandum of Lease

Memorandum of Lease (for recording in Illinois)

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

About this form. A memorandum of lease is a short, recordable notice that a lease exists. It protects a tenant's rights, such as a long-term lease, option to purchase, or right of first refusal, against later buyers and lenders.

1. **Parties and lease (Pages 1–2)**
   Enter the landlord, tenant, lease date, and term, plus any renewal or purchase rights.
2. **Describe the property (Page 2)**
   Enter the legal description, PIN, and the premises leased.
3. **Both parties sign before a notary (Page 3)**
   The landlord and tenant each sign and acknowledge before a notary, together or separately. Bring a current, government-issued photo ID.

After It's Signed

- Record the original with the county recorder (or county clerk) where the property is located.
- The memorandum gives notice without making the rent or other private terms public. The full lease still controls.

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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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MEMORANDUM OF LEASE

State of Illinois

Above space for Recorder's use only

This instrument was prepared by:

Name

Address

After recording, mail to:

Name

Address

Send subsequent tax bills to:

Name

Address

LANDLORD:

Name

Mailing address

TENANT:

Name

Mailing address

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LEASE:

Date of lease | Term begins | Term ends

PROPERTY: situated in the County of

County

in the State of Illinois:

Legal description and description of premises leased

Permanent Index Number(s) (PIN) | Common address

Rights granted to Tenant under the Lease (check all that apply):

- ☐ Option(s) to renew or extend:

Number and length of renewal terms

- ☐ Option to purchase the property
- ☐ Right of first refusal to purchase the property
- ☐ Other:

Describe

Landlord has leased the premises to Tenant on the terms of the Lease, which are incorporated by reference. This Memorandum is signed for recording purposes only, to give notice of the Lease and of Tenant's rights under it. It does not modify the Lease. If this Memorandum conflicts with the Lease, the Lease controls.

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Dated

X
Landlord

Printed name

X
Tenant

Printed name

ACKNOWLEDGMENT OF LANDLORD

STATE OF ILLINOIS)
COUNTY OF) SS.

This instrument was acknowledged before me on

(date)

by (landlord or representative)

X
Notary Public

Notary's printed name

My commission expires

(Notary seal)

ACKNOWLEDGMENT OF TENANT

STATE OF ILLINOIS)
COUNTY OF) SS.

This instrument was acknowledged before me on

(date)

by (tenant or representative)

X
Notary Public

Notary's printed name

My commission expires

(Notary seal)

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