

HABITAT AFFILIATES USING MYDEC - PLEASE FOLLOW THESE INSTRUCTIONS.

IF YOU HAVE QUESTIONS - PLEASE CONTACT NICK FURST AT CHICAGO TITLE: Nicholas.Furst@ctt.com.

CREATING A MYDEC... HABITAT FOR HUMANITY

FROM MENU SCREEN SELECT "ADD A NEW DECLARATION"

COUNTY

PIN #

SPLIT PARCEL (YES OR NO)

CONFIRM ADDRESS COMES UP CORRECTLY

CONTINUE

HABITAT PROPERTIES ARE EXEMPT REASON "B":
CORPORATION, SOCIETY, ORGANIZATION, FOUNDATION, OR
INSTITUTION ORGANIZED AND OPERATED EXCLUSIVELY FOR
CHARITABLE, RELIGIOUS OR EDUCATIONAL PURPOSES.

You will select reason "B" and your document will need to
include exemption language for reason "B" in addition to date
and authorized signature.

STEP 1A:

CONFIRM ADDRESS ANY ALTERATIONS CAN BE MADE BY CHECKING THE BOX NEXT TO “UPDATE PROPERTY ADDRESS FOR THIS PIN THEN MAKING APPROPRIATE CHANGES.

If multiple PIN #'s are included in included in transaction, click dialog box “CLICK TO ADD PINS”, new field will appear to add additional PIN / PIN's. Be sure all PIN numbers have LOT SIZE and DESIGNATION OF ACRES, DIMENSIONS or SQ FEET. As well as designation of split parcel

- DATE OF INSTRUMENT: date of signature of seller and notarization of the signature. THESE DATES MUST BE THE SAME.
- TYPE OF INSTRUMENT.
- WILL PROPERTY BE BUYERS' PRINCIPAL RESIDENCE?
- WAS PROPERTY ADVERTISED FOR SALE?
- CURRENT AND INTENDED USE?

CONTINUE

STEP 1B:

IDENTIFY ANY SIGNIFICANT PHYSICAL CHANGES SINCE JAN 1 OF PREVIOUS YEAR. THIS WOULD INCLUDE NEW CONSTRUCTION OR MAJOR REMODELING.

CONTINUE

STEP 2:

CONSIDERATION: THIS IS THE SALES PRICE OF PROPERTY, NOTATION FOR ANY PERSONAL PROPERTY INCLUDED IN CONSIDERATION OR IF THERE IS A MOBILE HOME INCLUDED IN PURCHASE.

CONTINUE

STEP 3:

ENTER COMPLETE LEGAL DESCRIPTION. THIS MUST MATCH ACROSS ALL DOCUMENTS. SEE ATTACHED OR OTHER VARIATIONS WILL BE REJECTED.

CONTINUE

STEP 4:

SELLER INFORMATION: SELLER WILL BE HABITAT FOR HUMANITY (COMPLETE DIVISION NAME) AND THE ADDRESS OF THE DIVISION OF HABITAT. MUST INCLUDE PHONE NUMBER.

BUYER INFORMATION: INDIVIDUAL WHO WILL BE RESIDING AT PROPERTY. AS WELL AS PROPERTY ADDRESS. If there are multiple buyers, click on additional buyers and add complete additional buyer(s) information, including Country, full address, and phone number.

MAIL TAX BILLS TO: WILL BE HABITAT FOR HUMANITY (COMPLETE DIVISION NAME) AND THE ADDRESS OF THE DIVISION WHERE TAX BILLS WILL BE SENT TO.

For most Counties, this will be the last of the information you will need to enter, SELECT “NEXT” AND YOUR MYDEC WILL BE UPLOADED TO THE SYSTEM AS “DECLARATION SUBMITTED”.

Cook County is the exception to this rule, and they will continue to prompt for additional information.

YOUR DECLARATION IS NOW READY TO BE SUBMITTED IN ADDITION TO YOUR RECORDING DOCUMENTS.