



SCHEDULE OF RECORDING FEES

Effective Date: December 1, 2017

18 N County St – 6th Floor
Waukegan, IL 60085-4358
Phone: (847) 377-2575
FAX: (847) 984-5860

THE NUMBER OF PAGES A DOCUMENT CONTAINS NO LONGER MATTERS THESE “PREDICTABLE” FEES ARE FLAT RECORDING FEES

Fees include a \$15.00 charge for Automation Fund, a \$23.00 charge for Geographic Information System (GIS) Fund and may include a \$10.00 surcharge for the Rental Housing Support Program Act (55 ILCS 5/3-5018)

STANDARD DOCUMENT (55 ILCS 5/3-5018 & 55 ILCS 5/3-5018.1) \$60.00

- 8½” x 11” separate sheets – if exhibit drawings or plats are attached they can be no larger than 11” x 17”
- Document legibly printed in black ink, by hand, type, or computer - signatures and dates may be in contrasting colors if they will reproduce clearly
- Clear ½ inch margin around the edges of all pages - margins may be used for non-essential notations that will not affect the validity of the document, including but not limited to form numbers, page numbers, and customer notations
- 3” x 5” blank space in upper right corner of first page
- A page may not have anything affixed to it with tape, glue, etc., however, pages may be stapled together
- Document must not create a division of an existing Property Identification Number (PIN)
- Document contains up to five Property Identification Number (PIN) references
- Document contains up to five related document number references

RHSP EXEMPT STANDARD DOCUMENT \$50.00

- The \$10.00 Rental Housing Support Program surcharge does not apply to public utility easements and other documents recorded by Federal, State or local government agencies. (55 ILCS 5/3-5018)

NON-STANDARD DOCUMENT (55 ILCS 5/3-5018.1) \$72.00

- Any document failing to meet the requirements listed under STANDARD DOCUMENT. Some examples of a “non-standard document” are...
 - A document that includes legal-size (8½” x 14) pages unless those pages are exhibit drawings or plats
 - A document that creates a division of an existing Property Identification Number (PIN)
 - A document with six or more Property Identification Number (PIN) references
 - A document with six or more related document number references
- PLATS as a standalone document (765 ILCS 205/2) – plats must be at least 8½” x 14”, but no larger than 30” x 36”

RHSP EXEMPT NON-STANDARD DOCUMENT \$62.00

- The \$10.00 Rental Housing Support Program surcharge does not apply to public utility easements and other documents recorded by Federal, State or local government agencies. (55 ILCS 5/3-5018)

STATE / FEDERAL LIENS & RELEASES (770 ILCS 110/5) \$43.00

ALL UNIFORM COMMERCIAL CODE FILINGS (Public Act 89-503 effective January 1, 1997)

UCC TERMINATION STATEMENT \$43.00

UCC-1 FILINGS (Original filing of Financing Statement)

UCC-3 FILINGS (Amendments, Assignments of Security Interest, Continuations, and Partial Releases of Collateral)

\$58.00



SCHEDULE OF COPY FEES

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FEES FOR COPIES

Document copied on letter (8½" x 11"),
legal (8½" x 14") or ledger (11" x 17") paper \$1.00 per page

- *This includes printed screen shots, search result summary pages or similar.*
- *This also includes any documents/pages, such as tax bills or tax maps printed from our public search or front counter area terminals.*

COPIES OF PLATS

Paper copy of plat \$5.00 per page

Individual plat image sent via e-mail (TIF or PDF format) \$5.00 per image (page)

Individual plat image via CD-ROM or FTP download (TIF or PDF format) on a regular basis (i.e. daily, weekly or monthly) \$10.00 CD/FTP production fee plus \$5.00 per image (page)

COPIES OF REAL ESTATE TRANSFER TAX DECLARATION FORMS (PTAX-203)

All PTAX-203 Real Estate Transfer Tax Declaration forms for deeds recorded since May 1, 2002 are now available \$1.00 per page

DIGITAL IMAGES ON CD-ROM OR FTP DOWNLOAD

Processed by complete recording date (TIF format) \$.31 per document

CERTIFIED COPIES (55 ILCS 5/3-5018)

NOTE - Large quantity orders may require a \$10.00 processing fee

Standard Documents \$50.00

Non-Standard Documents \$62.00

UCC Documents Same as recording fee

UCC SEARCH REQUEST

\$10.00 per debtor/address

CERTIFICATES OF MILITARY DISCHARGE SERVICE RECORDS - DD214's

Recording No charge

Copies (regular or certified) No charge

No additional postage costs will be charged