

Walk-In:
McHenry County
Administration Building
667 Ware Road, Room 109
Woodstock IL 60098

PHYLLIS K. WALTERS
McHenry County Recorder

<http://www.co.mchenry.il.us/departments/recorder>

Main Phone:
815/334-4110

Copy Orders:
815/334-4128

Mail:
McHenry County
Government Center
2200 N. Seminary Ave.
Woodstock IL 60098



Fax:
815/338-9612

SCHEDULE OF RECORDING FEES

EFFECTIVE DECEMBER 1, 2008

The fee for recording most instruments on **STANDARD FORM** includes a **per document charge** of \$12.00 recording fee plus a \$13.00 automation charge, \$15.00 Geographic Information System (GIS) charge, and a \$10 surcharge for the Illinois Rental Housing Support Program (RHSP) for the recording of real estate-related documents executed or signed on or after August 1, 2005*.

**The \$10 surcharge for the Illinois Rental Housing Support Program does not apply to any document solely related to an easement for a public utility or documents from any state agency, unit of local government, federal government, or school district. Units of local government include counties, municipalities, townships, special districts, and units designated as a local government by law.*

Minimum fee for recording most documents up to four (4) 8½" X 11" pages	\$ 50.00 ea.
Additional 8½" X 11" page thereafter	1.00 ea.
Documents referred to by document number without a legal	1.00 ea.
Additional document numbers referred to after the first one	1.00 ea.
Blanket Assignments (additional mortgages being assigned)	7.00 ea.

All documents dated after July 19, 1995 that are presented for recording (other than a document filed under the Plat Act or the Uniform Commercial Code) must conform to the following standards:

- The document shall consist of one or more individual sheets measuring 8.5 inches x 11 inches, not permanently bound and not a continuous form. Graphic displays accompanying a document to be recorded that measure up to 11 inches x 17 inches shall be recorded without charging an additional fee.
- The document shall be legibly printed in black ink, by hand, type, or computer. Signatures and dates may be in contrasting colors if they will reproduce clearly.
- The document shall be on white paper of not less than 20-pound weight and shall have a clean margin of at least one-half inch on top, the bottom, and each side. 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.
- The first page of the document shall contain a blank space, measuring at least 3" by 5", from the upper right corner.
- The document shall not have any attachment stapled or otherwise affixed to any page.

A document that does not conform to these standards shall not be recorded except upon payment of the additional fee required under this paragraph. This paragraph, as amended by this Amending Act of 1995, applies only to documents dated after the effective date of this Amending Act of 1995.

Documents that do not conform to the above standards shall be charged a fee double the amount of the actual recording fee - minus \$38.00. (Automation, GIS, and RHSP charges are not doubled.)

An **Affidavit for the Purpose of Plat Act** is required to accompany a Deed when:

- A Metes & Bounds legal description is given in the transfer of property
- When Roadway Easements and Right to Travel (ingress or egress) are designated
- When a division of land of five (5) acres more or less is noted on Deed transfer

Affidavit accompanying deed in excess of 4 pages \$ 1.00 per page

Minimum fee for recording certain **Mortgages with Assignment of Mortgage** included as part of the same instrument, up to four (4) 8½" X 11" pages:

- \$50.00 for Mortgage PLUS \$50.00 for the Assignment, and \$1.00 for each additional page.

TO RECORD MILITARY DISCHARGE RECORD(S)

- Two (2) Certified Copies provided at time of filing No Charge
- Additional copies of Discharge Records No Charge
1.00 ea.

STATE & FEDERAL LIENS, AND MISCELLANEOUS OTHER FILINGS

- Minimum fee for recording Federal Tax Liens, Renewals & Releases 11.00
- State Tax Liens & Releases 11.00
- Deeds, Easements, Right-of-Ways, Dedications, Dissolutions, etc.
- (Filed by State of Illinois, up to 2 pages) 11.00
- Oil, Gas & Mineral Assignments (up to 2 pages) 11.00
- Additional pages thereafter 1.00 ea.
- Additional names after one (1) Grantor & one (1) Grantee 1.00 ea.

PLATS, CONDOMINIUMS & SURVEYS

- Minimum fee for recording Plats of Subdivision (Max. 24" x 36") 88.00
- First four pages of Declaration of Condominium 50.00
- Additional pages thereafter 1.00 ea.
- First page of Mylar attached to Declaration of Condominium (Max. 24" x 36") 50.00
- Additional pages thereafter 1.00 ea.

*NOTE: ONLY THE ORIGINAL LINEN OR MYLAR WILL BE RECORDED.
Originals will be retained permanently by the Recorder's Office.*

There will be a charge of \$2.00 per page for the Recorder's Office to make the following **true & exact copies** (made after all signatures & seals are obtained):

Six (6) copies for Subdivision Plats - Three (3) copies for Condominium Plats

All other copies are \$4.00 per page.

Individual Plats of Survey

- 8½" x 14" (No more than 2 lots, 1 page) \$ 50.00 per page
- Over 8½" x 14" (measure)
\$1.00 for each additional 8½" x 14" page (Max. 24" x 36")

Miscellaneous Plats

- Easements, Dedications, Vacations, Highway Strip Maps, etc. 57.00 first page
(Max. 24" x 36")
- Each additional page 19.00 ea.

Surveys

- Attached as exhibits to any standard document (up to 11" x 14") 1.00 ea.
- Attached as exhibits to any standard document **larger** than 11" x 14"
(Max. 24" x 36") 10.00 ea.

CORPORATION DOCUMENTS

- Articles of Incorporation or Dissolution, Change of Registered Agent, etc. 40.00

UCC

UCC Filings 20.00

All filings, amendments, continuations, assignments, release of collateral and UCCs to be filed in real estate records (except those relating to farming & farm Products which should be filed with the Secretary of State's office).

Automation & GIS charge 28.00

UCC FEE TOTAL 48.00

NOTE:

- "To Be Filed in Real Estate Records" must be stated on the UCC Form if other than UCC-2 form is used.
- There is no additional charge on any UCC filing for extra names, attachments, or non-standard forms.

Terminations (Automation & GIS charge only) 28.00

NOTE: a financing statement filed before Jan. 1, 1998 related to farming, farm products, etc. may be terminated by an appropriate filing in the office of the County Recorder where it was filed, except if it was continued in the office of the Secretary of State after Jan. 1, 1998, then it shall be terminated by the appropriate filing in the office of the Secretary of State.

Financing Statement Searches

All requests for UCC Searches must be presented in written form - no phone inquiries will be accepted.

- Search per Debtor name/per Address 10.00 ea.
- Search per Additional Debtors name and/or address 10.00 ea.
- Copies of UCC financing statements 1.00 per page
- UCC (Financing Statement) Filing and Search Forms .50 ea.

FEDERAL TAX LIEN SEARCHES

- Certification (search) Liens, Certificates, Notices, and Releases, etc. 5.00 per name
- Copy of any Notice of Federal Lien, Notice of Certificate affecting a Federal Lien, Release, etc. .50 per page

NOTE: This applies only to copies accompanying search request.

COPY & MICROFILM CHARGES

For copy requests, call the Microfilm Department direct at 815/334-4128.

• Military Discharge Record (first 2 copies)	No Charge
• Military Discharge Record (additional copies)	\$ 1.00 ea.
• Qualifying Tax Exemption (Deed copy)	No Charge
• Copy of Record (first page) up to 8 ½ x 11	1.50 ea.
Additional pages per document copied	.50 ea.
• Certified Copy of <u>MOST</u> records (up to 4 pages)	12.00 ea.
Additional pages per document copied	1.00 ea.
• Certified copy of State or Federal Tax Lien or Release	5.00 ea.
• Copy of Map, Plat of Subdivision or Condominium Plat	4.00 per page
• Certified Copy of Map, Plat of Subdivision or Condominium Plat	10.00 ea.
• UCC (Financing Statements)	1.00 per page

FAX RATES

For fax requests, call the Microfilm Department direct at 815/334-4128.

Sending:

Standard Size 8½" x 11" or 8½" x 14"

Continental USA -

- \$3.00 for first 2 pages - Cover page is counted as a page.
- \$1.00 for each additional page

International -

- \$10.00 for first 2 pages
- \$ 2.00 for each additional page

Non-Standard Size

- 11" x 17" is \$5.00 per page
- 24" x 36" (plats) are \$10.00 per plat page

Plus Standard copy charge for Recorder's Office to make Photostat copy from Microfilm.

- \$1.50 for first page
- \$.50 for each additional page per document
- \$4.00 for copies larger than standard size (8½" x 11")

Receiving:

(For faxing of documents to Recorder's Office for private business use.)

- \$2.00 for first 2 pages being received - Cover page is counted as a page.
- \$1.00 for each additional page

MasterCard or Visa Credit Cards accepted for phone orders only.

Office Hours: Monday - Friday

8:00 a.m. to 4:30 p.m.

***** PRICES SUBJECT TO CHANGE*****

Additional services available:

- **Web:** <http://www.co.mchenry.il.us/departments/recorder/pages/index.aspx> Various information along with Deed forms, Judgments, Lis Pendens Notices and Release Deed forms are available free of charge from the Recorder's Office or on the web.
- **Laredo**, our external land records management system, is available through a quarterly subscription if you access our information often. Visit: www.fidlarotechnologies.com/laredo.aspx
- **Tapestry** allows you to search recorded document information and print copies for a fee via the Internet at: www.landrecords.net
- **Free Search** available on our website (listed above) provides limited information via grantor/grantee name.
- **Property Fraud Alert Program** offers a free subscription service with personal notification to the subscriber if a document is recorded in their name. Visit: www.propertyfraudalert.com/mchenryil
- **Illinois Real Estate Transfer Declaration Forms** (PTAX-203, 203-A and 203-B) are available free of charge at the Recorder's Office. For more information regarding these forms, contact the Recorder's Office, or visit the Illinois Department of Revenue website at: www.revenue.state.il.us

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If you have any questions regarding this fee schedule, contact the Recorder's Office at 815/334-4110.

Please be advised that no legal advice or opinions will be given by the Recorder's Office Staff either in person or by telephone.