

KRISTY A. MASCHING, COUNTY CLERK AND RECORDER
Livingston County Historic Courthouse
112 W Madison Street
Pontiac, IL 61764
(815) 844-2006

SCHEDULE OF RECORDING FEES

(Effective 06-01-13)

WE ACCEPT ONLY ORIGINAL INSTRUMENTS OR CERTIFIED COPIES FOR RECORDING

Pursuant to a GIS Cost Study of the Livingston County Assessment Office (Resolution #2013-02-07 passed by the Livingston County Board on February 14, 2013); and HB1588 (P.A. 98-0005 signed into law March 22, 2013) regarding allocation of the RHSP fee; **the following fee increase will go into effect on June 1, 2013.**

Recording Fees for all instruments up to four (4) pages, meeting standardization requirements will be as follows: \$12.50 Recording Fee, a \$3.50 Recorder's Automation Fee, a \$16.00 G.I.S. Maintenance Charge and a **\$9.00 Rental Housing Support Program Surcharge (real estate related documents) Fee (**Total Fee = \$41.00**).

** Real estate is defined as, any document that affects an interest in real property excluding documents, which solely affect or relate to an easement for water, sewer, electricity, gas, telephone or other public service. This fee shall not be collected from any State agency; any unit of local government (includes counties, municipalities, townships, special districts, and units designated as local government by law).

DOCUMENT STANDARDIZATION

The Recorder shall charge an additional fee, in an amount equal to the fee otherwise provided by law, for recording a document (Other than a document filed under the Plat Act or UCC Filings) that does not conform to the following standards:

1. The document shall consist of one or more individual sheets measuring 8.5 inches by 11 inches, not permanently bound and not a continuous form. Graphic displays accompanying a document for recording may measure up to 77 inches by 17 inches in size without causing the document to be non-standard. Any document, or exhibit to a document, measuring larger than 11" x by 17" must be accompanied by a paper copy of the document measuring no more than 11" x by 17." (Ordinance 2002-3)
2. The document shall be legibly printed in black ink, by hand, type or computer. Signatures and dates may be in contrasting colors as long as they will reproduce clearly.

3. 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 the top, the bottom, and each side. Margins may be used for non-essential notations, which will not affect the validity of the document. Examples of non-essential items may be, but not limited to, form number, page number, and customer notations.
4. The first page of the document shall contain a blank space, measuring at least 3 inches by 5 inches, from the upper right corner.
5. The document shall not have any attachment stapled or otherwise affixed to any page.

This applies only to documents dated after January 1, 1995. Out of state documents are not exempt. Monument records must comply. Any document covered by the Plat Act is exempt. Example: a plat of a subdivision.

Twice the base recording fee will be charged if the document does not meet the requirements of the Standardization Law.

Base Fee is \$12.50 for up to four pages, \$3.50 for the Recorder Automation Fund, an additional \$12.00 for non-conformation, a \$16.00 G.I.S. Maintenance Charge, and a \$9.00 Rental Housing Support Program State surcharge (real estate related documents), **for a total of \$53.00.**

MINIMUM FEE FOR RECORDING MOST INSTRUMENTS EXCEPTING CERTAIN ASSIGNMENTS, LIENS, PLATS, CONDOMINIUMS, MAPS, SURVEY, UCC STATEMENTS.	41.00
Instrument recorded with up to four (4) pages, meeting standardization	41.00
Additional pages included after the first four (4) pages	1.00 per page
Pages in excess of 8.5" by 14" (measure) (except plats or maps)	1.00 per page
Instruments referred to by number, book and page, without legal description	1.00

<u>ASSIGNMENTS</u> of Mortgages, certain Leases & Liens w/two (2) pages	41.00
Additional pages included after the first two (2) pages	1.00 per page

Additional assignments within same instrument (except Oil, Gas & Mineral Assignments) .00

Assignments, Releases, Modifications or Extensions referred to by number or Book & Page without legal description 1.00

CONDOMINIUM DECLARATIONS OF OWNERSHIP w/first four (4) pages. 41.00

Additional pages to Declaration 1.00 per page

CONDOMINIUM PLAT (no larger than 30" x 36") must accompany Declaration, originals and 2 copies retained by Recorder – first page. Any document measuring larger than 11" by 17" must be accompanied by a paper copy of the document measuring no more than 11" by 17" 80.00

Additional Condominium Plat pages. 1.00 per page

Amended or Add-on Condominium Plat (same requirements and fee as above)

CORPORATION CERTIFICATES, ANNUAL REPORTS, CHANGE OF REGISTERED AGENTS, LIMITED PARTNERSHIPS, ETC. with first four (4) pages 32.00

Additional pages of instrument 1.00 per page

FINANCING STATEMENTS (UCC' S) (RHSPS Fee not applicable to UCC's)

Real Estate Related UCC Assignments, Partial Releases, Amendments and Continuations 20.50
Automation Charge 3.50
G I S Maintenance Charge 16.00
Total.....40.00

Termination Statements (**Real Estate Related**) 3.00
G I S Maintenance Charge 16.00
Total.....19.00

THERE ARE NO ADDITIONAL CHARGES ON ANY UCC FILING FOR EXTRA NAMES, ATTACHMENTS OR NON-STANDARD FORMS.
LEGAL DESCRIPTION MUST BE INCLUDED ON FACE OF UCC FORMS TO BE FILED IN REAL ESTATE RECORDS.

FINANCING STATEMENT SEARCHES

Secretary of State Filing	10.00
Search per Debtor Name/per Address	10.00
Search per Additional Name	10.00
Search per Additional Address	10.00
Request for Copy of Financing Statement – (per Document)	1.00

COUNTY & MUNICIPAL DEMOLITION, LIENS - CHATTEL CONDEMNATION, MECHANICS, PRIVILEGE

Minimum Fee includes first four (4) pages	32.00
Instrument pages after first four (4) pages	1.00 per page

LIENS - (State Liens and Liens filed in error)

<u>Filed by the State of Illinois</u>	11.00
Additional names per Lien/Release filed	1.00

LIENS (Federal) – Certificates, Notices affecting Liens and Releases or Certificates of Discharge/Subordination (Filed by the Department of Treasury - IRS)

Additional names per Lien, Certificate, Notices and Releases	1.00
Refiling Notice or Certificate	11.00
Additional names on re-filings	1.00
Certification to Notices, Certificates, Notices affecting lien search	5.00
Copy of any Notice of Federal Lien, Notice or Certificate affecting a Lien, etc.	.50 per page

NOTE: Searches on Liens, Judgments, Lis Pendens, Etc. are by debtor name. 10.00

LIS PENDENS NOTICES - First four (4) pages 41.00

Release of Lis Pendens Notice 41.00

MEMORANDUM OF JUDGMENT - First four (4) pages) 32.00

Release of Memorandum of Judgment 32.00

MONUMENT RECORD - Per Instrument 41.00

NOTICE OF PROBATE - First four (4) pages 32.00

OIL, GAS & MINERAL LEASES & ASSIGNMENTS - First two (2) pgs 41.00

Additional pages after first two (2) pages 1.00 per page

ORDINANCES/PUBLIC ENTITIES - WATER, SEWER SERVICES, ETC.

Ordinance including first four (4) pages 32.00

Additional pages to Ordinance after first four (4) 1.00 per page

Map attachment as Exhibit (when larger than 8.5 x 14). If larger than 11" by 17" must be accompanied by a paper copy of the document measuring no more than 11" by 17". 1.00

Annexations, De-Annexations & Vacations (Plat must accompany Ordinance) 32.00

PLATS/SUBDIVISIONS (maximum 30" X 36") Submit Original AND three (3) copies to be retained by Recorder, PLUS one (1) 11" X 17" paper copy. 80.00

Certificates, Ownership, Reports, Etc Recorder will file-stamp copy (if requested at time of Recording) Restrictions/Covenants must accompany Plat if stated on Plat	1.00
Restrictions/Covenants with first four (4) pages	41.00
Additional pages after first four (4) pages	1.00 per page

RELEASES (Except State & Federal Liens) W/LEGAL DESCRIPTION 41.00

Releases referred to by Document number and/or Book and Page only 1.00

Releases with more than one (1) Document number and/or Book and Page only 1.00 per doc #

SPECIAL ASSESSMENT Maps/Rolls (8.5" X 14") - first four (4) pages 41.00
Additional pages after first four (4) pages 1.00 per page

SURVEYS (No more than (2) Lots – 8.5" X 14"). If larger than 11" by 17" must be accompanied by a paper copy of the document measuring no more than 11" by 17". 41.00

Additional - Surveys over 8.5" x 14", 2 lot limit. If larger than 11" by 17" must be accompanied by a paper copy of the document measuring no more than 11" by 17". 1.00

Survey (8.5" x 14") as Exhibit to Deed (exact legals) 1.00

VETERAN'S DISCHARGE RECORDS

To record a discharge record/records (DD-214) No Charge

Certified Copies (for subject veteran) No Charge

Certified Copies (Veteran's dependents or person with written authorization from veteran or veteran's dependents) 1.25

AFFIDAVIT (For purpose of Plat Act)

An Affidavit for Purpose of the Plat Act is required to accompany a Deed when metes and bounds legal description is given in the transfer of property, or when roadway easements and right to travel (ingress and egress) are designated, or a division of land of five (5) acres more or less is noted on deed transfer. Affidavit must be approved by Plat Officer with approval stamped on deed.

Affidavit accompanying deed if more than four (4) pages included 1.00 per page

REAL ESTATE TRANSFER TAX - Deed, Trustee's Deed, Quit Claim Deed, Assignment of Beneficial Interest (ABI's), Transfer of a Beneficial Interest in Real Property (Ground Leases or controlling Interest (Effective 8/11/2005).

Required on all deeds where consideration or money is exchanged in amount over \$100.00. Transfer declaration forms required to be completed/submitted or transfer exempt under paragraph (___). **Forms must be completed in full before accepting the deed for recordation. Sale and financing amounts must equal.**

The transfer tax will be calculated at \$1.00 per \$1,000 (state portion) and \$.50 per \$1,000 (county portion) - total \$1.50 per \$1,000.

ASSUMED NAME CERTIFICATES

Filing fee	5.00
Supplemental filing fee - for change	5.00

TAX REDEMPTIONS (Per Parcel)

Regular	80.00
Forfeitures	5.00

NOTARY CERTIFICATES

In person	5.00
By mail	10.00

CIVIL UNION LICENSE (cash only) (Eff 06-01-11) 30.00

MARRIAGE LICENSE (cash only) (Eff 05-01-08) 30.00

BIRTH RECORD CORRECTION (Springfield Vital Statistics) 15.00

COPIES

MICROFILM - PER DOCUMENT

Single Page	1.00
Double Page	2.00
Triple Page	3.00
Each extra sheet, same document	1.00 per page

XEROX

Customer's master, each side	.15 per page
Customer's master, customer's paper, each side	.10 per page
Our records - deeds, mortgages, etc.	1.00 per page
Our records - birth, death, marriage (<i>Genealogy Only</i>)	3.00

FOR HOMESTEAD EXEMPTION - Xerox or microfilm copy of deed 1.00

GENEALOGY SEARCHES

Exact date provided - charge for copy only	3.00
Exact date not provided - minimum, non-refundable search fee through first five years searched (per name - includes one (1) genealogy copy)	10.00
Additional years searched after first ten (per name - payment required before records released)	1.00

VOTER RECORDS

First twelve (12) pages	6.00
After first twelve (12) pages	.25 per page
Mailing labels - initial flat fee	5.00
After initial flat fee	.02 per label

CERTIFIED COPIES - *Requests must include a copy of photo ID*

Birth, marriage license - first copy (includes \$2.00 automation fee)	10.00
Additional copies at same time	2.00
Death - first copy (includes \$2.00 automation fee & \$4.00 state fee)	14.00
Additional copies at same time (includes \$4.00 state fee)	6.00
Deeds, Mortgages, Releases, etc.	8.00
2 or more copies (at same time)	2.00 per copy
Map, Plats, Condo, etc	5.00

BOND CERTIFICATIONS - (effective 8/11/2005) 1.00