

PATRICIA S. DUNCHEON
 MENARD COUNTY CLERK/RECORDER
 102 S. 7TH STREET, PO BOX 465
 PETERSBURG, IL 62675

MENARD COUNTY PREDICTABLE FEE SCHEDULE

EFFECTIVE 9/1/2018

55 ILCS 5/3-5018.1

Instruments that comply with the standardization requirements include a \$28.50 Recording fee in addition to a \$8.50 document storage fee, a \$20.00 GIS charge and a \$10.00 Rental Housing Support Program fee (\$9.00/State and \$1.00/County) for a flat fee of \$67.00 unless outlined below. An instrument not in compliance requires a \$12.00 recording fee in addition to the above fee.

Documents MUST include: Name and address of preparer, Return to, Tax Bill to (if applicable), full legal description, and Tax ID (PIN) number and a common address (if any). Only original documents are accepted for recording (some exceptions may apply).

FLAT RECORDING FEE (with no additional charges per page).....	\$67.00
Non-compliance with standardized requirements.....	\$79.00
Documents not subject to RHSP fee.....	\$57.00

STANDARD DOCUMENTS (any document other than nonstandard).....\$67.00

(documents included are: Assignment, Agreement/Option to Purchase, Coal Lease, Deed/Contract for Deed, Easement (other than public utility), Extensions, Foreclosures, Land Grants, Leases, LIS Pendens, Lien, Mineral Deed, Monument Record, Mortgage and Notes, Mortgage Releases, Notice of Reclamation, Oil & Gas Lease, Quit Claim Deed, Royalty Deed, Subordinations, Timber Agreement/Lease, & all other Real Estate related documents.

The Rental Housing Support Program fee does not apply to the following: Articles of Incorporation/Dissolution/Change of Registered Agent (State of IL BCA's) and related documents, Birth, Death and Marriage Records (outside of Menard County to be recorded), Judgment/Releases, Memo Judgment/Releases, etc.; Notice of Probate, Power of Attorney, Cemetery Deed, Transcripts (involving a Will, Death Certificate, etc.), UCC, Wills or any document for a State Agency, Unit of Local Government, Federal Government or School District. (These documents will be filed with a \$57.00 fee)

NONSTANDARD DOCUMENTS

State Tax Liens & or Releases (additional names \$1.00 each).....	\$11.00
Federal Tax Liens & or Releases (additional names \$1.00 each).....	\$11.00
Financing Statements (UCC).....	\$32.00
Terminations.....	\$12.00
Amendments, Partial Releases, Continuations, Assignments.....	\$32.00

UCC recorded in real estate records.....	\$67.00
UCC Search per name.....	\$10.00
Plats of Surveys (8 ½ x 14, or 11 x 17).....	\$67.00
Plats of Surveys over the above sizes – fees will be determined by size of survey)	
Plats-Subdivisions (Maximum of 30 x 36).....	\$99.00
Submit original and 2 copies to be retained by Recorder (at least one 11x17 size required for scanning & copying purposes. Restrictions/Covenants MUST accompany plat & minimum recording fees apply for the restrictions/covenants.	
Documents referencing 6 or more tax parcel identification numbers.....	\$79.00
Documents referencing 6 or more recorded document numbers.....	\$79.00
Documents not conforming as in paragraphs 1 thru 5 below.....	\$79.00

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 to be recorded that measure up to 11 inches by 17 inches shall be recorded without charging an additional fee.
2. 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.
3. The document shall be on white paper of not less than 20 pound weight and shall have a clean margin of an least one-half inch on the 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 number, page numbers 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 hand corner.
5. The document shall not have an attachment stapled or otherwise affixed to any page. (pages may be stapled together).

VETERANS DISCHARGE RECORD – No Charge

Copies of Veteran Discharge with proper ID – No Charge

COPY CHARGES (of recordings) - \$.50 per page/customer makes the copies
 \$1.00 per page/office staff makes the copies

OUR ACCEPTED METHODS OF PAYMENT FOR RECORDINGS ARE CASH AND/OR CHECK ONLY.

CHECKS SHOULD BE MADE PAYABLE TO: MENARD COUNTY RECORDER

NO LEGAL ADVICE, OPINION, LIEN INFORMATION OR LEGAL DESCRIPTION WILL BE GIVEN BY THE RECORDER OF DEEDS STAFF EITHER IN PERSON OR BY PHONE.

Formula used for the new recording fee:

- The average cost of a recording for the past three years was \$61.00.
- Added \$3.00 per document recorded for document storage (per HB 3036/Public Act 83-1321).
- Added \$3.00 per document recorded for the Geographic Information System (GIS) (per HB3036 &Section 3-5005.4)

This equals \$67.00 per recording for a standard document. Non-Compliant documents require a \$12.00 addition to the standard document charge (this upcharge did not change from our previous recording fee).