



RECORDINGS

OFFICE OF THE COOK COUNTY CLERK

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Recording Fee Tutorial

Revised Effective: July 1, 2023

Purpose of this Document

This is a simplified tutorial to assist you on how to figure out the recording fees. This document does NOT supersede legally mandated fees. If you have questions about what document\how to fill out a document, please contact your own private lawyer. This document contains, Tips, information on Temporary Price Changes, How Prices are Calculated and the Components of the Fee.

Section 1. Tips:

Make sure your document meets the basic recording requirements by reviewing the FAQ page on cookrecorder.com and do not use this document to determine fees where a statutory fee applies: UCC-U, mechanics liens (whether contractor or sub-contractor), state liens, federal liens, or plats.

Section 2. Temporary Price Change:

TODI (Transfer on Death Instruments) is a flat \$59 dollars and the mail handling fee is not applicable.

Section 3. How Prices are Calculated:

There are two pricing categories, non-standard (variable fee) and standard (flat fee). To determine the price, first check if the document is non-standard by answering the checklist in Part 1 before going to Part 2:

Part 1. If you answer Yes to any question below, your document is Non-Standard and possibly, Non-Conforming Pricing

_____ My document creates PINs (example: condominium declaration and amendment)

_____ I have more than 5 PINs listed on my document

_____ I have more than 5 prior recorded Document Numbers listed on my document

___(NON-Conforming) My document IS NOT printed in black ink, on standard 8.5x11 inch paper, with at least ½ inch margins, 1st page has a 3x5 inch box on the upper right corner and is not stapled.

- a. How are non-standard documents priced?
- The first two pages cost \$53.
 - Add \$2 for each additional page after that
 - Add \$2 for a grantor/grantee affidavit if you are recording a deed
 - Add \$4 for any document using a Document Number reference without Legals
Add \$2 for any document affecting lots in different sub-divisions
 - Add \$18 for Rental Housing for any document related to real estate Add \$1 for any document not recorded by a government agency
 - Add \$5 for any document mailed into the Office (regardless of whether you included a self-addressed envelope)
- b. My document is Non-Standard and Non-Conforming, how is that priced? The non-standard fee doubles.
- The first two pages cost \$73
 - Add \$4 for each additional page after that
 - Add \$4 for any document using a Document Number reference without Legals
Add \$2 for any document affecting lots in different sub-divisions
 - Add \$18 for Rental Housing for any document related to real estate Add \$1 for any document not recorded by a government agency
 - Add \$5 for any document mailed into the Office (regardless of whether you included a self-addressed envelope)

Part 2. Standard Document Pricing

If you got to this point, your document is probably a Standard Document. Standard documents encompass most conforming non-commercial deeds, mortgages and simple easements (easements that don't involve government) and documents like TODs. If you have a document like power of attorney, you can make it a standard document by either controlling the format (make it conforming – see our FAQ webpage) or by adding a cover page that is conforming and meets the basis recording requirements.

- a. How are Standard Documents priced?
- \$107 regardless of page count
 - Add \$5 for any document mailed into the Office (regardless of whether you included a self-addressed envelope)

Section 4. Components of the Fees

What are the components of the Fees?

Fee Components	Non-Standard		Non-Conforming		Standard
Base Fee	20		40		55
GIS Fee	23		23		23
Document Storage Fee	10		10		10
Base Fee	53		73		88
RHSP Fee	18		18		18
Non-Gov Filer Fee	1		1		1
Sub-Total	72		92		107
	For each document to be recorded add the following fees				
Mail Handling	5		5		5
Each page over 2	2		4		0
	2		2		0
Lots in Different Sub-divisions					
Including only Document #s	4		4		0
without Legal Descriptions					
Grantor Grantee Affidavit	2		2		
Total	sum all items		sum all items		112

NOTE: Government filers do not pay the RHSP Fee and the Non-Government Filer Fee

Examples: Condominium Declaration, 42 Pages, with Oversize Plat Exhibit Non-standard (creates PIN) and Non-Conforming (oversize Plat Exhibit)

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**DECLARATION OF CONDOMINIUM
OWNERSHIP AND BY-LAWS,
EASEMENTS, RESTRICTIONS AND
COVENANTS
FOR**

**3813 KENMORE CONDOMINIUM
ASSOCIATION**

THIS DECLARATION (the "Declaration") is made and entered into as of January 24, 2019 by DERBRO DEVELOPMENT, L.L.C. KENMORE SERIES, an Illinois limited liability company (hereinafter referred to as "Declarant").

WITNESSETH

WHEREAS, the Declarant is the legal title holder of the real estate situated in the City of Chicago, County of Cook and State of Illinois and legally described in Exhibit A attached hereto and made a part hereof;

WHEREAS, it is the desire and intention of the Declarant to enable the Property (as hereafter defined) which includes, but is not limited to, said real estate, together with the buildings, structures, improvement and other permanent fixtures of any kind now or hereafter thereon, and all rights and privileges belonging or in any way pertaining thereto, under that certain type or method of ownership commonly known as "CONDOMINIUM", and to subject the Property to the provisions of the Condominium Property Act of the State of Illinois, as the same may be amended from time to time;

WHEREAS, the Declarant has elected by this Declaration to establish, for the benefit of the Declarant and for the mutual benefit of all future owners or occupants of the Property, or any part thereof, which Property shall be known as 3813 KENMORE CONDOMINIUM or such other name as may be subsequently applied pursuant to the Act by the Declarant or the Board (as hereafter defined), certain easements and rights in, over and upon said real estate and certain mutually beneficial restrictions and obligations with respect to the proper use, conduct and maintenance thereof; and

This instrument was prepared by and after recording should be returned to:

John H. Winand, Attorney at Law, P.C.
900 Waukegan Rd., Suite 2201
Glenview, IL 60025

RECORDING FEE 236.00
DATE 1/28/19 COPIES 61
OK BY [Signature]

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This example is 42-page condominium declaration that is non-standard pricing and non-conforming for the following reasons: First, it creates PINs (takes two regular PINs and creates Condominium PINs) and attaches an oversized Plat exhibit making it non-conforming. Under the predictable fee law, the cost would be calculated as follows:

\$73 Non-Conforming Base Fee (Page 1 to 2)
\$18 RHSP
\$1 Non-Government filer
\$160 (\$4 x 40 pages)
\$5 Mail Handling Fee

\$257 total

Example: Quit Claim Deed, 5 pages Standard and Conforming

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QUIT CLAIM DEED
Statutory (ILLINOIS)
(Individual to LLC)

Doc# 1908204172 Fee \$46.00
RHP FEE: \$5.00 RHP FEE: \$1.00
APPLICANT FEE: \$2.00
CHARGE T. 0000
COOK COUNTY RECORDER OF DEEDS
DATE: 01/02/2018 13:59 PM PG: 1 of 5

(The Above Space For Recorder's Use Only)

THE GRANTORS, KUOK HONG CHEONG and SUT KENG SI TOU, husband and wife, KIT IENG CHEONG, an unmarried woman, and CHON PANG CHEONG, a married man, of the City of Chicago, State of Illinois, County of Cook, for and in consideration of Ten (\$10.00) DOLLARS, and other good and valuable consideration to them in hand paid,

CONVEY and QUIT CLAIM to SUT KENG SI TOU, a married woman, of 3143 S. Racine Ave., Chicago, Illinois 60608, County of Cook, and KIT IENG CHEONG, an unmarried woman, of 922 W. 29th St., Chicago, Illinois 60608, County of Cook, and CHON PANG CHEONG, a married man, of 3058 S. Throop St., Chicago, Illinois, 60608, County of Cook, as Joint Tenants, the following property in Cook County, Illinois:

SEE LEGAL DESCRIPTION ATTACHED AS EXHIBIT "A"

Permanent Real Estate Index Number: 17-32-204-004-0000
Address of Real Estate: 3143 S. Racine Ave. Chicago Illinois, 60608

<p>Exempt under provisions of Paragraph <u>c</u> Section 31-45 Property Tax Code Date: <u>Assoc. No. 2018</u> Representative: <u>[Signature]</u></p>	<p>REAL ESTATE TRANSFER TAX 02-Jan-2018</p> <table border="0"> <tr> <td>CHICAGO:</td> <td>0.00</td> </tr> <tr> <td>CTA:</td> <td>0.00</td> </tr> <tr> <td>TOTAL:</td> <td>0.00</td> </tr> </table> <p>17-32-204-004-0000 20181201687988 1-555-693-030 * Total does not include any applicable penalty or interest due.</p>	CHICAGO:	0.00	CTA:	0.00	TOTAL:	0.00
CHICAGO:	0.00						
CTA:	0.00						
TOTAL:	0.00						

To have and to hold said premises forever.

Waiving and Releasing all Homestead rights under the laws of the State of Illinois. This is not Homestead Property as to Chon Pang Cheong and his spouse.

DATED THIS 30 DAY OF August, 2018

[Signature]
KUOK HONG CHEONG

[Signature]
KIT IENG CHEONG

[Signature]
SUT KENG SI TOU

[Signature]
CHON PANG CHEONG

[Signature]

REAL ESTATE TRANSFER TAX 02-Jan-2018

COUNTY:	0.00
ILLINOIS:	0.00
TOTAL:	0.00

17-32-204-004-0000 | 20181201687988 | 1-555-693-030

The above is a quit claim deed. This document does not create PIN, does not reference more than 5 PINs or previously recorded document numbers and is conforming in format. Under the predictable fee law, this document is considered standard. The fee is flat regardless of page count.

\$88 Base Flat Fee
\$18 RHSP
\$1 Non-Government Filer
\$5 Mail Handling Fee

\$112 Total

Example: Mechanics Lien, 4 Pages Example, Statutory Fee

01208

Doc# 2022607156 Fee: \$55.00
Edward M. Moody
Cook County Recorder of Deeds
Date: 08/13/2020 10:05 AM Pg: 1 of 4

FOR RECORDER'S USE ONLY

GENERAL CONTRACTOR'S CLAIM FOR MECHANICS LIEN

THE CLAIMANT, **R Celeste Construction, Inc.**, located at 117 S. Cook St. # 149, Barrington, Illinois 60010, claims a lien against the real estate more fully described below, and against the interest of the following entities in the real estate: **John Olson**, owner (the "Owner"), **Fifth Third Mortgage Company**, mortgagee, and any other person claiming an interest in the real estate more fully described below, by, through or under the **Owner**, stating as follows:

1. At all times relevant hereto and continuing to the present, **Owner** owned the following described land in the County of Cook, State of Illinois, to wit:

PARCEL: THE SOUTH 5 FEET OF THAT PART OF LOT 8 IN BLOCK 25, LYING EAST OF THE WEST LINE EXTENDED OF LOT 2, IN BLOCK 25 IN HOFFMAN ESTATES II AND LOT 2 IN BLOCK 25 IN HOFFMAN ESTATES II BEING A SUBDIVISION OF THAT PART LYING SOUTH OF HIGGINS ROAD (AS THAT ROAD EXISTED ON AUGUST 30, 1926) OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 14 AND THE NORTHEAST 1/4 OF SECTION 15 AND THE NORTH 1/2 OF THE SOUTHEAST 1/4 OF SECTION 15, TOWNSHIP 41 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 8, 1956 AS DOCUMENT NUMBER 16515708, IN COOK COUNTY, ILLINOIS.

P.I.N.: 07-15-417-024-0000

which property is commonly known as 620 Ashland Street, Hoffman Estates, Illinois 60169.

\$45 Base Fee (page 1 to 4)

\$18 RHSP

\$1 Non-Government Filer

\$64 Total

(This example was e-filed. If mailed in and you want your document back, you must include \$5).

Revision Notes:

July 1, 2023, state law increases RHSP fee from \$9 to \$18