

Cook County Clerk's Office  
Plat Counter - Condominiums

Introduction

This document is to assist you, the customer, when presenting a Condominium related documents for recording. You will be provided with tips on how to present your document, what you need to tell us, how it will be priced, what we will do with your document and finally other situations.

Tips:

- Basic Recording Requirements
  - Mail to Name and Address
  - Prepared by Name and Address
  - PINs
  - Legals
  - Common Address
  - Any Condominium Declaration must include a Plat (Must be prepared by a surveyor and legible)
- Copies
  - One original
  - Seven copies

Let us know

- Give us a count of actual pages including exhibits
- Is it a condominium declaration, an amendment or removal?
- Is your condominium amendment adjusting percentages of ownership or just adjusting by-laws, why do we ask?
  - Condo related documents that do not create new PINs (adding condos, adjusting percentages of ownership) can be standard pricing if they affect 5 or fewer PINs.

Price: (See Fee Tutorial Document)

- Condominium Declarations
  - non-standard fee is default
  - non-conforming fee if actual size plats attached as exhibits
- Condominium Amendments
  - non-standard fee is default
  - if no new PINs are created and affects 5 or fewer PINs then can be standard fee
- The price at the Plat Counter will not add the RHSP and Non-Government filer fee, those fees are added by the cashier (adds \$10 for non-government filers)

What We Will Do

- The Plat Counter Reviewer will check for:
  - Basic Recording Requirements
  - Appropriate number of copies (original and six copies)
  - Provide a "Exhibit Coversheet" for exhibits
  - Price the Document

- We will distribute your Plat to the other agencies (eg. Assessor's Division Department and Clerk's Mapping)

#### Other Situations

- Plat as an Exhibit – You may attach a Plat as an Exhibit to another document. You must clearly mark your Plat as an Exhibit and/or provide a coversheet clearly stating that the Plat is an exhibit.
- Legibility - Your Plat Exhibit must be legible (capable of being read after scanning) or it will be rejected.
- Ledger Size Paper vs. Actual Plat Size Pricing - Ledger size paper may allow your document to be priced as either standard or non-standard. Actual Plat Size will always be priced as non-conforming.
- Condominium Plats do not require the Clerk's Mapping Department stamp