

Cook County Clerk's Office
Fee Tutorial
Created: 9-15-2020
Revised: 10-27-2020/12-2-2020/1-8-2021

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 \$48 dollars and the mail handling fee is not applicable. The price change is effective until July 1, 2021 by ORD File Number 21-0489.

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 \$9 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 \$9 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?

\$98 regardless of page count

Add \$5 for any document mailed into the Office (regardless of whether you included a self-addressed envelope)

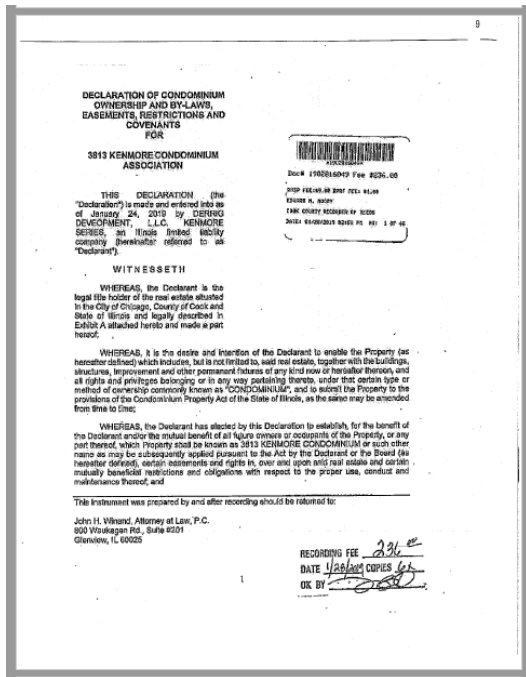
Section 4. Components of the Fees

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	9	9	9
Non-Gov Filer Fee	1	1	1
Sub-Total	63	83	98
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 without Legal Descriptions	4	4	0
Grantor Grantee Affidavit	2	2	
Total	sum all items	sum all items	103

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)



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)

\$9 RHSP

\$1 Non-Government filer


\$160 (4 x 40 pages)

\$5 Mail Handling Fee

\$248 total

Example: Quit Claim Deed, 5 pages
Standard and Conforming

5



Doc # 1900008172 Fee \$46.00
RHP \$18.00 RHSP Fee \$1.00
Non-Government Filer \$1.00
Mailing Fee \$5.00
Cook County Recorder of Deeds
Date: 01-23-2018 10:09 PM PCL 1 W 9

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

(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: 17-32-204-001-0000
Address of Real Estate: 3143 S. Racine Ave. Chicago Illinois, 60608

REAL ESTATE TRANSFER TAX		02-Jan-2018
Exempt under provisions of Paragraph 1-1 of Article IX of the Constitution of the State of Illinois	CHICAGO:	0.00
Under Article IX, Section 21-42 of the Illinois Tax Code	CTA:	0.00
Effective August 20, 2012	TOTAL:	0.00
Representative: <i>[Signature]</i>		

To have and to hold said premises forever.

17-32-204-001-0000 | 20181231467988 | 1900-8192-0000
* Total does not include any applicable penalty or interest due.

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 23rd DAY OF January, 2018

[Signature]
KUOK HONG CHEONG

[Signature]
SUT KENG SI TOU

[Signature]
KIT IENG CHEONG

[Signature]
CHON PANG CHEONG

REAL ESTATE TRANSFER TAX		02-Jan-2018
COOK COUNTY:	0.00	
ILLINOIS:	0.00	
TOTAL:	0.00	
17-32-204-001-0000	20181231467988	1900-8192-0000

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

\$9 RHSP

\$1 Non-Government Filer

\$5 Mail Handling Fee

\$103 Total

Example: Mechanics Lien, 4 Pages
Example, Statutory Fee

01208

Doc# 202207156 Fee: \$55.00
Eliward M. Moody
Cook County Recorder of Deeds
Date: 08/13/2020 10:55 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"), **First 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)

\$9 RHSP

\$1 Non-Government Filer

\$55 Total

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