Recording Fee Tutorial

Revised Effective: April 1, 2024

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 cookcountyclerkil.gov/recordings/recording-faqs 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. Transfer on Death Flat Fee:
TODI (Transfer on Death Instruments) is a flat $59 dollars and the mail handling fee is not applicable.

Section 3. How Prices are Calculated:
If your document is a deed, mortgage, lease or an easement then your document will cost $107 regardless of page count. Add-on fees apply if your document is in Irregular format as well as whether your document is Blanket where it references 6 or more PINS or previously recorded document numbers. Documents that are not formatted as follows are considered Irregular: 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. Blanket has two tiers for references between 6-25 PINS/previous recorded document numbers or 25 and above PINS/previous recorded document numbers.

Example: Warranty Deed, single family home. Assume: Buyer and Seller, single family home with one PIN, Tax Stamps have value, 2 pages and is 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.

$55 Base Fee
$23 GIS Fee
$10 Document Storage Fee
$18 RHSP
$1 Non-Government filer

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$107 Total
Add an additional $5 Mail Handling Fee if mailed
**Example:** Warranty Deed, commercial property. Assume: Buyer and Seller, commercial property with 6 PINs, Tax Stamps have value, 2 pages and is 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.

- $55 Base Fee
- $23 GIS Fee
- $10 Document Storage Fee
- $18 RHSP
- $1 Non-Government filer
- $75 Blanket Filing Fee (6-25 PINs)

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$182 Total
Add an additional $5 Mail Handling Fee if mailed

**Example:** Quit Claim Deed, single family home. Assume: Deed for single family house involving only 1 PIN and is 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.

- $55 Base Fee
- $23 GIS Fee
- $10 Document Storage Fee
- $18 RHSP
- $1 Non-Government filer

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$107 Total
Add an additional $5 Mail Handling Fee if mailed

**Example:** Quit Claim Deed, single family home, Irregular. Assume: Deed for single family house involving only 1 PIN and is 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, BUT someone handwrote some notations into the 3x5 inch box.

- $55 Base Fee
- $23 GIS Fee
- $10 Document Storage Fee
- $18 RHSP
- $1 Non-Government filer
- $88 Irregular due to some notations into the 3x5 inch box

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$195 Total
Add an additional $5 Mail Handling Fee if mailed
Example: Mortgage, single family home. Assume: Typical Bank mortgage, single family home with one PIN, 30 pages and is 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.

- $55 Base Fee
- $23 GIS Fee
- $10 Document Storage Fee
- $18 RHSP
- $1 Non-Government filer

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- $107 Total
- Add an additional $5 Mail Handling Fee if mailed

Example: Condominium Declaration.
Assume: 6 PINs being turned into a Condominium, with 42 Pages and Oversize Plat Exhibit.

- $55 Base Fee
- $23 GIS Fee
- $10 Document Storage Fee
- $18 RHSP
- $1 Non-Government filer
- $75 Blanket Filing Fee (6-25 PINs)
- $88 for oversized plat exhibit (Irregular)

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- $270 Total
- Add an additional $5 Mail Handling Fee if mailed

Example: Condominium Amendment
Assume: 200 PINs, Condo is changing percentage of ownership and with 50 Pages

- $55 Base Fee
- $23 GIS Fee
- $10 Document Storage Fee
- $18 RHSP
- $1 Non-Government filer
- $150 Blanket Filing Fee (26 or more PINs)

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- $257 Total
- Add an additional $5 Mail Handling Fee if mailed
Example: Mechanics Lien, 4 Pages Example, Statutory Fee
$45 Base Fee (page 1 to 4)
$18 RHSP
$1 Non-Government Filer

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$64 Total
Add an additional $5 Mail Handling Fee if mailed

Technical Fee Analysis Tree

PART 1. Start with Regular or Miscellaneous Fee
Staring Fee $107

Part 2. Is your document also Irregular?
What is NOT irregular: 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. If your document is Irregular then add the Irregular Fee:
Add $88

Part 3. Is your document a Blanket Recording?
Add $75 if document contains 6-25 PINs or Previously Recorded Document Numbers
OR
Add $150 if the document contains 26 or more PINs or Previously Recorded Document Numbers

Part 4. Are you mailing in your document?
Add $5 if you are mailing your document