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?

<table>
<thead>
<tr>
<th>Fee Components</th>
<th>Non-Standard</th>
<th>Non-Conforming</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Fee</td>
<td>20</td>
<td>40</td>
<td>55</td>
</tr>
<tr>
<td>GIS Fee</td>
<td>23</td>
<td>23</td>
<td>23</td>
</tr>
<tr>
<td>Document Storage Fee</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Base Fee</td>
<td>53</td>
<td>73</td>
<td>88</td>
</tr>
<tr>
<td>RHSP Fee</td>
<td>18</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>Non-Gov Filer Fee</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>72</td>
<td>92</td>
<td>107</td>
</tr>
</tbody>
</table>

For each document to be recorded add the following fees:

<table>
<thead>
<tr>
<th></th>
<th>Non-Standard</th>
<th>Non-Conforming</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail Handling</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Each page over 2</td>
<td>2</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Lots in Different Sub-divisions</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Including only Document #s without Legal Descriptions</td>
<td>4</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Grantor Grantee Affidavit</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>sum all items</strong></td>
<td><strong>sum all items</strong></td>
<td>112</td>
</tr>
</tbody>
</table>

**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)
- **$18** RHSP
- **$1** Non-Government filer
- **$160** ($4 x 40 pages)
- **$5** Mail Handling Fee

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**$257** total
Example: Quit Claim Deed, 5 pages Standard and Conforming

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

$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