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 TODIs. 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>Fee</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</td>
<td>4</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>with Legal Descriptions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grantor Grantee Affidavit</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>sum all items</td>
<td>sum all items</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