



H. Lee Newcom
McLean County Recorder
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For further information or copies of this fee sheet, check our website:
mcleancountyil.gov/recorder

Recording Fee Schedule - Effective September 1, 2006

Real-Estate Documents (Includes a \$10 State of Illinois Rental Housing Support Program surcharge. School districts, state & local government, and easements for public utilities are exempt from the RHSP surcharge). Real Estate documents include, but not limited to, the following:

Agreements / Options to purchase	Foreclosures	Mineral Deed	Notice of Reclamation	\$ 31.00 1st 4 pages
Coal Lease	Land Grants	Modifications	Oil & Gas Lease	
Deeds & Contracts for Deed	Leases	Monument Records	Royalty Deed	
Easements (other than public utility)	Liens	Mortgages and Notes	Subordinations	
Extensions	LIS Pendens	Mortgage Releases	Timber Agreement / Lease	

Other Documents (EXEMPT from Illinois Rental Housing Support Program surcharge) \$ 21.00 1st 4 pages
Includes, but is not limited to:

Articles of incorporation & related documents	Transcript (involving a Will, Death Certificate, etc)
Birth records, death certificates, marriage records	UCC's (real estate and fixture liens only) ***
All Judgments, Memo of Judgments, etc. (including real-estate judgements)	Wills
Notice of Probate	** Any document (other than Final & Condo Plats) recorded for a state agency, unit of local government, federal government, or school district
Power of Attorney (including for property)	

Additional Charges to apply to Real-Estate or Other documents above

Each additional page beyond the first 4 pages	\$ 1.00 ea page
Each additional assignment or document reference number within a document (after the first one)	
Note: Document reference numbers within a legal description are not chargeable.	\$ 7.00 ea number

Attached graphic display or drawing (i.e. vacation or survey plat, site drawings, etc. but not Final OR Condo Plats)	
8 1/2" x 11" included in standard page count	incl.
Over 8 1/2" x 11" up to 11" X 17"	2.00 ea page
Over 11" x 17" up to 30" x 36"	10.00 ea page

Note: An attached graphic display is not included in the page count of a document unless it is 8 1/2 x 11. For any attachment larger, use the flat charge above. For example, a document that consists of 4 pages plus an 11 x 17 plat, the charge would be \$31 + \$2 = \$33

NON-STANDARD DOCUMENT FEE: document contains any of the following: **** \$ 12.00

- Paper not white or less than 20 lb weight
- One or more sheets not measuring 8 1/2 x 11
- Lacks clean margin of at least 1/2 inch top, bottom and side
- 1st page lacks blank space measuring 3 x 5 inches in upper right corner
- Permanently bound or of continuous form
- Contains colored ink, is not type written or computer generated
- Type face smaller than 10 point
- Contains an attachment stapled, taped or otherwise affixed to doc

Final Plats and Condo Plats: (Including Additions or Subdivisions) (requirements on page 2)	\$ 69.00 ea
** If recorded for state agency, unit of local or federal government, or school district	\$ 59.00 ea
Each additional 8 1/2 x 11 page that is attached to the plat	\$ 1.00 ea
Additional plat(s) attached to first plat (dimensions, elevations, etc.)	\$ 10.00 ea

UCC Terminations (for UCC documents filed before 8-1-2005) ***	\$ 9.00 ea
Terminate UCC filed in Real Estate or Official Records (from any filing date)	\$ 21.00 1st 4 pages
each additional page	\$ 1.00 ea page

Copies (not certified)	
Plats larger than 8 1/2" x 11 (first page)	\$ 3.00 ea
Plat copies additional pages	\$ 0.50 ea
Other instruments (first page)	\$ 1.00 ea
Each additional page of copied group or session	\$ 0.25 ea

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Certified Copies

Plats	\$	10.00	
All other instruments (Military Discharges excepted)	\$	12.00	1st 4 pages
each additional page	\$	1.00	ea page
Military Discharge Records - recorded & with two certified copies		No Charge	
Additional certified copies	\$	1.25	ea

Notes and Additional Information

UCC ***

Effective 8/1/2005 McLean County will no longer enter UCC filings as a separate index. This is mandated by the 2001 changes in the Uniform Commercial Code, which names the Illinois Secretary of State as the official repository for all UCC forms. The county will now accept UCCs for real estate or fixture filings only. For more information the Secretary of State UCC Division may be contacted at (217) 782-7518 or accessed athrough thier webside at cyberdriveillinois.com.

Real Estate Deed and Document Requirements

- 1) PTAX-203 or statement of exemption from transfer tax (required on deed only)
- 3) "Send future taxes to" statement (name and address) (required on Deed only)
- 2) "Prepared By" statement (preparer's name & address)
- 4) Notary seal, date, and signature
- 5) A complete legal description with P.I.N.
- 6) "Return to" statement (name & address to mail recorded document to)

Final Plat Requirements

- Paper plat map with original signatures and one paper copy *
- Surveyor's Certificate (must state if within an incorporated city or within ½ mile of same)
- Approval of municipality (City Council, Board of Trustees, or County Board)
- County Clerk's Certificate of no delinquent taxes or special assessments
- Owner's Certificate
- School District Certificate
- * (minimum map size 11 x 17, up to 30 x 36 maximum)

Condominium Plat Requirements

- Paper plat map with original signatures and one paper copy *
- Surveyor's Certificate
- Declaration of Ownership
- * (minimum map size 11 x 17, up to 30 x 36 maximum)

Vacation of Property Requirements

- Paper map with original signatures and one paper copy *
- Owner's Certificate
- Approval of municipality
- * (minimum map or exhibit size 8 ½ x 11)

Annexation of Property Requirements

- Paper map with original signatures and one paper copy * (plat must be prepared by land surveyer)
- Petition signed by majority of owners, or municipal ordinance
- * (minimum map or exhibit size 8 ½ x 11)

Survey Plat

- Paper map with original signatures and one paper copy *
- Owner's Certificate
- Surveyor's Certificate
- * (minimum map or exhibit size 8 ½ x 11)

**** Re:Illinois Statute 55 ILCS 5/3-5018 - A document that does not conform to these standards shall not be recorded except upon payment of the additional fee required.
This applies only to documents dated after January 1, 1995.

Legal advice, opinions, or legal descriptions will not be given by the Recorder's Staff either in person or by telephone.

For further information see our website: mcleancountyil.gov/recorder