

Fred Bucholz, DuPage County Recorder



# Fee Schedule

Illinois State Statute 55 ILCS 5/3-5018 & 55 ILCS 5/3-5018.1

## Standard Documents

- Deeds
- Mortgages
- Easements
- Leases
- Miscellaneous
- The document shall consist of one or more individual sheets measuring 8.5 inches by 11 inches, not permanently bound and not a continuous form. Graphic displays accompanying a document to be recorded that measures up to 11 inches by 17 inches shall be recorded without charging an additional fee.
- The document shall be legibly printed in black ink, by hand, type, or computer. Signatures and dates may be in contrasting colors as long as they will reproduce clearly.
- The document shall be on white paper of not less than 20-pound weight and shall have a clean margin of at least one-half inch on the top, the bottom, and each side. Margins may be used only for non-essential notations which will not affect the validity of the document, including but not limited to form numbers, page numbers, and customer notations.
- The first page of the document shall contain a blank space, measuring at least 3 inches by 5 inches, from the upper right corner.
- The document shall not have any attachment stapled or otherwise affixed to any page.

## Non-Standard Documents

- A document that creates a division of a then active existing tax parcel identification number.
- A document recorded pursuant to the Uniform Commercial Code (UCC.)
- A document which is non-conforming, as described in paragraphs 1-5 of section 3-5018.
- State lien or Federal lien
- A document making specific reference to more than 5 tax parcel identification numbers in the county in which it is presented for recording.
- A document making specific reference to more than 5 other document numbers recorded in the county in which it is presented for recording.

# Recording Fee Schedule

---

<b>Standard Documents</b>	<b>55 ILCS 5/3-5018.1</b>
Deeds	\$67.00
Leases	\$67.00
Mortgages	\$67.00
Easements	\$67.00
Miscellaneous	\$67.00
<b>Non-Standard Documents</b>	<b>55 ILCS 5/3-5018 &amp; 55 ILCS 5/3-5018.1</b>
First Four (4) Pages	\$93.00
Each additional Page	\$2.00
<b>Plat Documents</b> (Plat Size up to 30x36)	<b>55 ILCS 5/3-5018</b>
First Page	\$91.00
Each additional Page	\$1.00
<b>Plat of Survey</b>	
First Page	\$53.00
Each additional Page	\$1.00
<b>Exhibits</b> (11x17 or less) Accompanying a Standard Document	\$67.00
<b>UCC Documents</b>	<b>810 ILCS 5/9-525 &amp; 810 ILCS 5/9-404.5</b>
Filing (Secretary of State Form)	\$61.00
Termination (Secretary of State Form)	\$46.00
Non-Conforming	\$51.00
Each additional Name	\$5.00
<p>The recording amounts above include the following fees: Recording, Document Storage System (DSS) \$10.00, Geographic Information System (GIS) \$21.00, Real Property \$1.00 and Rental Housing Support Program (RHSP) \$9.00. The RHSP and Real Property fee do not apply when recording documents which are not real estate related or documents recorded by units of government. 310 ILCS 105/7.</p>	
<b>Military Discharge</b>	<b>55 ILCS 5/3-5015</b>
Recording	No Charge
First Certified Copy	No Charge
<b>State, Federal &amp; Local Government Agencies</b>	<b>55 ILCS 5/3-5018 &amp; 770 ILCS 110/5</b>
Discounted prices are applicable only if paid by agency.	
Liens	\$11.00
Release of Liens	\$11.00
Each additional Name	\$1.00
<b>State Officer, Agency, Department or Instrumentality</b>	<b>55 ILCS 5/3-5018</b>
Discounted prices are applicable only if paid by agency.	
Non-Lien Related Documents	\$18.00

# Copy Fee Schedule

---

## Document Copy

Per page	\$0.50
Certification	\$5.00
See service charge below	

## Plat Copy

11x17 Page	\$1.50
18x24 Page	\$2.50
24x36 Page	\$5.00
36x48 Page	\$8.00
See service charge below	

## UCC Copy

Per page	\$1.00
Certification	\$5.00

## UCC Search

**810 ILCS 5/9-525**

Certificate issued per name searched.

Search Fee per Name	\$10.00
---------------------	---------

## Faxed Copy

Per page	\$0.50
See service charge below	

## Service Charge

Applied to phone orders, fax orders and mail requests.

Per Document/Plat	\$5.00
-------------------	--------

## Military Discharge

**55 ILCS 5/3-5015**

Request form needs to be completed and identification is required.

Certified Copy	\$1.25
----------------	--------

## Map of DuPage County 1897

Color Print 18x24	\$5.00
Color Print 24x36	\$10.00
Color Print 36x48	\$15.00

## USB

USB's must be purchased through the Recorder's Office and cannot be recycled for additional documents after purchase.

USB 2G	\$10.00
Per page	\$0.50

## Reports (.pdf)

Per page	\$0.50
----------	--------

# Payment

---

## Pay Types Accepted

Credit Card  
Check (no starter checks)  
Money Order  
Cash

Visa, MasterCard, Discover, UnionPay  
Payable to: DuPage County Recorder  
Payable to: DuPage County Recorder

## Business Accounts

Agreement must be completed and submitted for approval.  
Automated Clearing House (ACH)  
Escrow

## Service Provider Fees (Bank & Credit Card )

Credit Card Convenience Fee (total transaction)	2.75%
Credit Card Convenience Fee (minimum fee)	\$2.00
Returned Check Charge: Refer to Maker	\$4.50
Returned Check Charge: Stop Payment	\$4.50
Returned Check Charge: Non-Sufficient Funds	\$9.00