

NOTICE

‘GEOGRAPHIC INFORMATION SYSTEM’ FEE INCREASE

Effective 12/01/2017

TO: CUSTOMERS OF THE GRUNDY COUNTY RECORDER’S OFFICE:

This serves as a notice regarding an increase to the Grundy County Geographic Information System (GIS) fees. The Grundy County Board voted to approve Ordinance No. 2017-013, increasing the GIS portion of the recording fee from \$25 (twenty-five dollars) to \$31 (thirty-one dollars). This additional fee will be allocated to the GIS Department to cover the cost of providing and maintaining the GIS System, and will go into effect on 12/01/2017.

GIS fees, per IL statute, are collected by the Recorder’s Office, along with the appropriate recording fees, at the time of recording.

Attached is a revised schedule of Recording Fees for your reference. Ordinance No. 2017-013, and the Cost of Services Study used to amend the fee may be viewed at www.grundyco.org, under the Minutes of the October 10, 2017, Grundy County Board Meeting.

Credit/Debit Card Charges -

The Grundy County Recorder’s Office is now accepting credit/debit card transactions at the recording counter. Cards accepted are Visa, MasterCard, Discover and American Express. Please be advised that our credit card service provider will charge a convenience fee of \$1.75 for all transactions \$49.99 and under. Transactions of \$50.00 or more will be charged a convenience fee of 3.50%. **Please note that no portion of this fee will be retained by the Grundy County Recorder's Office.**

Any questions you may have regarding the above information, may be directed to the Grundy County Recorder’s Office at 815-941-3224, or by email to kolson@grundyco.org.

Dated: November 1, 2017

RECORDING FEES

GRUNDY COUNTY, ILLINOIS

NOTE: Standardization of forms legislation, Public Act # 89-0160 amending 55 ILCS 5/3-5018 provides that all instruments not in compliance with the standardization of forms legislation will be subject to additional fees. Non-standard fees **DO NOT** apply to documents dated prior to January 1, 1995.

The RHSP surcharge does not apply to public utility easements and documents recorded by State or Local government agencies and School Districts.

	REAL ESTATE RELATED FEES WITH RHSP INCLUDED	RHSP EXEMPT FEES
RECORDATION OF GENERAL INSTRUMENTS		
Deeds or General Instruments for the first four (4) printed pages (sides) (Includes reference to one (1) document number)	\$86.00	\$77.00 *
Each additional printed page after first four (4)	\$ 1.00	\$ 1.00
Each additional Document Number referenced	\$ 1.00	\$ 1.00
No legal description	\$ 1.00	\$ 1.00
Graphic displays accompanying a document to be recorded		
Legal size page	\$ 1.00	\$ 1.00
11" x 17" (ledger size)	\$ 2.00	\$ 2.00
Plat size (varies) (per 8.5" x 11" section)	\$ 1.00	\$ 1.00
Non-Standard Document Additional Fee – first four (4) printed pages (sides)	\$25.00	\$25.00
Plus each additional page	\$ 2.00	\$ 2.00
BLANKET ASSIGNMENTS - (Limit 10 per document) (Must conform to Standard Legislation)		
First four (4) printed pages (sides)	\$86.00	\$77.00 *
Each additional Document Number assigned	\$ 7.00	\$ 7.00
Each additional printed page after first four (4)	\$ 1.00	\$ 1.00
No legal description (per each document number)	\$ 1.00	\$ 1.00
PLATS AND CONDOMINIUMS - (24" x 36" max.)		
Plat (Subdivision, Townhouse, Condominium, etc)	\$100.00	\$91.00 *
Each additional page	\$ 1.00	\$ 1.00
Plat of Survey (single page, legal or ledger size) no more than two (2) lots or parcels	\$62.00	\$53.00 *
Larger surveys up to 24" x 36" max., single page	\$77.00	\$68.00 *
R.O.W. SURVEYS - (24" x 36" max.)		
Survey (first page)	\$77.00	\$68.00 *
Each additional page	\$ 1.00	\$ 1.00

MILITARY DISCHARGE

No Charge to Military Personnel

CERTIFIED COPIES

Same as Original Recording Fees (minimum fee \$5.00)

COPIES

\$ 1.00 per page

PLAT COPIES

\$ 3.00 per page

STAMPED COPIES

Copy provided by customer, file stamped with same information as original (or file stamp information provided)

\$ 2.00

SELF-ADDRESSED STAMPED ENVELOPE

Appreciated

***Inc GIS Fee increase**

NEW FEES EFFECTIVE: DECEMBER 1, 2017

New (UCC) Forms Required as of January 1, 2002

UCC Filing Fees: \$41.00
Each additional name: \$5.00
Non-standard: \$5.00

UCC Termination Fees: \$26.00
Each additional name: \$5.00
Non-standard: \$5.00

STANDARD REQUIREMENTS FOR DOCUMENTS (55 ILCS 5/3-5018)

- The document shall be legibly printed in **BLACK** ink, by hand, type or computer generated, in at least **10-point** type. Signatures and dates may be in **black** or **dark blue** ink.
- The document shall be on white paper measuring 8.5" x 11" not permanently bound and not a continuous form, of not less than 20-pound weight and shall have a clean margin of at least 1/2 inch on the top, bottom and sides. Margins may be used for non-essential notations which may be, but not limited to...form number, page number and customer notations.
- The first page shall contain a blank space, measuring at least 3" x 5", in the upper right corner (measured from aforementioned margins).
- The document shall **NOT** have any attachments stapled or otherwise affixed to any page. This includes stickers, labels or any type of tape or glue.
- There shall be **NO** shadowed or grey areas containing information on the document.

EXAMPLE OF BREAKDOWN OF FEES

BASE RECORDING FEE	40.50
GIS FUND	28.00
GIS DOC STORAGE	3.00
AUTOMATION FUND	5.50
RHSP	9.00
TOTAL	86.00

This is for a standard 4 page document.

NEW FEES EFFECTIVE: DECEMBER 1, 2017