

MARTHA R. GUM  
 MENARD COUNTY CLERK/RECORDER  
 102 S. 7<sup>TH</sup> STREET  
 PETERSBURG, IL 62675

**MENARD COUNTY PREDICTABLE FEE SCHEDULE**

**EFFECTIVE 7/1/2023**

**55 ILCS 5/3-5018.1**

Instruments that comply with the standardization requirements include a \$28.50 Recording fee in addition to a \$8.50 document storage fee, a \$20.00 GIS charge and a \$20.00 Rental Housing Support Program fee (\$18.00/State and \$2.00/County) for a flat fee of \$77.00 unless outlined below. An instrument not in compliance requires a \$12.00 recording fee in addition to the above fee.

Documents MUST include: Name and address of preparer, Return to, Tax Bill to (if applicable), full legal description, and Tax ID (PIN) number and a common address (if any). Only original documents are accepted for recording (some exceptions may apply).

<b>FLAT RECORDING FEE</b> (with no additional charges per page).....	\$77.00
Non-compliance with standardized requirements.....	\$89.00
Documents not subject to RHSP fee.....	\$57.00

**STANDARD DOCUMENTS** (any document other than nonstandard).....\$77.00

(documents included are: Assignment, Agreement/Option to Purchase, Coal Lease, Deed/Contract for Deed, Easement (other than public utility), Extensions, Foreclosures, Land Grants, Leases, LIS Pendens, Lien, Mineral Deed, Monument Record, Mortgage and Notes, Mortgage Releases, Notice of Reclamation, Oil & Gas Lease, Quit Claim Deed, Royalty Deed, Subordinations, Timber Agreement/Lease, & all other Real Estate related documents.

The Rental Housing Support Program fee does not apply to the following: Articles of Incorporation/Dissolution/Change of Registered Agent (State of IL BCA's) and related documents, Birth, Death and Marriage Records (outside of Menard County to be recorded), Judgment/Releases, Memo Judgment/Releases, etc.; Notice of Probate, Power of Attorney, Cemetery Deed, Transcripts (involving a Will, Death Certificate, etc.), UCC, Wills or any document for a State Agency, Unit of Local Government, Federal Government or School District. (These documents will be filed with a \$57.00 fee)

**NONSTANDARD DOCUMENTS**

State Tax Liens & or Releases (additional names \$1.00 each).....	\$11.00
Federal Tax Liens & or Releases (additional names \$1.00 each).....	\$11.00
Financing Statements (UCC).....	\$57.00
Terminations.....	\$57.00
Amendments, Partial Releases, Continuations, Assignments.....	\$57.00
UCC recorded in real estate records.....	\$57.00

Plats of Surveys (8 ½ x 14, or 11 x 17).....	\$77.00
Plats of Surveys over the above sizes – fees will be determined by size of survey)	
Plats-Subdivisions (Maximum of 30 x 36).....	\$99.00
Submit original and 2 copies to be retained by Recorder (at least one 11x17 size required for scanning & copying purposes. Restrictions/Covenants MUST accompany plat & minimum recording fees apply for the restrictions/covenants.	
Documents referencing 6 or more tax parcel identification numbers.....	\$89.00
Documents referencing 6 or more recorded document numbers.....	\$89.00
Documents not conforming as in paragraphs 1 thru 5 below.....	\$89.00
<ol style="list-style-type: none"> <li>1. 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 measure up to 11 inches by 17 inches shall be recorded without charging an additional fee.</li> <li>2. The document shall be legibly printed in black ink, by hand, type or computer. Signatures and dates may be in contrasting colors if they will reproduce clearly.</li> <li>3. The document shall be on white paper of not less than 20 pound weight and shall have a clean margin of an least one-half inch on the top, the bottom, and each side. Margins may be used for non-essential notations that will not affect the validity of the document, including but not limited to form number, page numbers and customer notations.</li> <li>4. The first page of the document shall contain a blank space, measuring at least 3 inches by 5 inches, from the upper right hand corner.</li> <li>5. The document shall not have an attachment stapled or otherwise affixed to any page. (pages may be stapled together).</li> </ol>	

**VETERANS DISCHARGE RECORD** – No Charge

Copies of Veteran Discharge with proper ID – No Charge

**COPY CHARGES (of recordings)** - \$.50 per page/customer makes the copies  
 \$1.00 per page/office staff makes the copies

**OUR ACCEPTED METHODS OF PAYMENT FOR RECORDINGS ARE CASH AND/OR CHECK ONLY.**

**CHECKS SHOULD BE MADE PAYABLE TO: MENARD COUNTY RECORDER**

**NO LEGAL ADVICE, OPINION, LIEN INFORMATION OR LEGAL DESCRIPTION WILL BE GIVEN BY THE RECORDER OF DEEDS STAFF EITHER IN PERSON OR BY PHONE.**

Formula used for the new recording fee:

The average cost of a recording for the past three years was \$67.00.  
 Added \$10.00 per document recorded for RHSP (per HB 2358/55 ILCS 5/3-5018).

This equals \$77.00 per recording for a standard document. Non-Compliant documents require a \$12.00 addition to the standard document charge (this upcharge did not change from our previous recording fee).